



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

This position is open only to internal GCT3 staff and Treaty 3 members. Applicants must identify their community. Not open to the general public.

Position Title: Wildfire Network Coordinator
Position: New Position; Contract (May 2026 – March 31, 2028)
Salary: \$64,000.00 – 68,000.00
Location: Kenora, ON – TPU Office (In Person)
Closing Date: May 21, 2026

Overview:

Reporting to the Emergency Coordination Manager, the Wildfire Network Coordinator will support Treaty #3 communities in strengthening wildfire preparedness, response, and long-term resilience. This role focuses on community engagement, wildfire planning support, coordination of training and gatherings, and collaboration with partners such as the Ministry of Natural Resources and Forestry – Aviation, Forest Fire and Emergency Services (AFFES). The coordinator will help communities identify priorities, access funding opportunities, and strengthen local wildfire capacity in a culturally appropriate and Indigenous-led framework. The position will work closely with Treaty #3 communities, Territorial Planning Unit staff, government partners, and knowledge holders to support wildfire governance and community resilience initiatives across the territory.

Duties and Responsibilities:

- Assess wildland fire equipment, community wildfire protection plans, and certified personnel in Grand Council Treaty #3 (GCT3) communities.
- Update and support the development of any necessary wildfire emergency plans (prevention, mitigation, preparation, response).
- Research funding opportunities for communities for fire management planning & capacity development.
- Coordinate funding and host opportunities for Treaty #3 community fire training and associated equipment procurement.
- Attend the MNR Indigenous partners briefings to advocate and share information based on GCT3 community needs as appropriate.
- Build and maintain relationships with Treaty #3 communities and partners.
- Participate in Indigenous partner briefings and meetings with AFFES and other agencies.
- Support outreach, networking, and information sharing related to wildfire preparedness.
- Support development and updates of community wildfire protection plans and fire management plans.
- Assist communities in identifying wildfire equipment and training needs.
- Support wildfire training initiatives and preparedness activities.
- Research wildfire-related funding opportunities.
- Support communities with funding applications and project coordination.
- Coordinate wildfire training, gatherings, and engagement activities.
- Develop and implement a wildfire communication and engagement plan.
- Prepare reports and summaries of project activities and outcomes.
- Work with TPU staff and managers to support strategic priorities.
- Perform other related duties as assigned.

Qualifications:

- Experience in emergency management, natural resources, or community programming is an asset.
- Related degree, diploma, or certificate is an asset but not required.

- Knowledge of Treaty #3 communities and Indigenous governance is an asset.
- Strong communication and relationship-building skills.
- Proficiency in Microsoft Office applications.
- Valid Ontario driver's license and access to a reliable vehicle.

Please send a cover letter, resume, and contact information for 3 references to the attention of:

Human Resources Department

Grand Council Treaty #3

P.O. Box 1720, Kenora, Ontario P9N 3X7

Email: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**