



Employment Opportunity

Fire Protection and Prevention Program Intern

Location: Office in Edmonton with field work in Treaty 6, 7 & 8, Alberta

Start Date: As soon as possible

Position: Full-time, 7 - month position with potential for expansion

About the Organization

First Nations Technical Services Advisory Group Inc. (TSAG) is a not-for-profit provider of quality technical service and training for First Nations in Alberta. TSAG's purpose is to assist First Nations in gaining the tools and knowledge they need to achieve and maintain high standards in technology and services within the community.

About the Opportunity

As a member of TSAG Fire Protection and Prevention Program, under supervision of the Fire Protection and Prevention manager. The intern will assist with fire life safety inspections, conducts fire prevention education programs and participates in training activities. Extensive travel will be required across Alberta.

In addition to supporting the Fire Protection and Prevention Program, the successful candidate will work with and provide assistance on other TSAG projects.

Qualifications

Potential candidates must have a high school diploma GED. Experience with Microsoft office, including excel and power point, the ability to work independently and experience in firefighting operations, prevention presentations, and inspections (will be considered an asset). Applicants must have a valid driver's license, and have their own reliable vehicle which they will be reimbursed mileage for field work. This position is administered through TSAG's Skills Link Youth Employment Strategy and therefore has specific hiring requirements: Applicants must be an Alberta registered First Nation member; Applicants must be unemployed or under-employed at the time of application and must not be students; Applicants must be able to commit to the position for 7 months and must not have been previously employed through the TSAG's Skills Link Program. Must be between the ages of 18-30.

Desired skills and characteristics include but are not limited to:

- Knowledge of cultural protocols, history, and cultural values of Indigenous peoples
- Proven time management skills, with ability to set priorities and meet deadlines. Must be both an independent self-starter and someone who works well in a team environment
- Excellent verbal and written communication skills
- Be committed to work away from home for days at a time
- Excellent interpersonal skills

- Ability to travel, to work occasional weekend and overtime as required to meet program deadlines
- Applicants must have a valid driver's license and reliable transportation.

Working Conditions

Office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. Field work may consist of 9 hr work days this includes travel. Main office is located in Edmonton, AB. Interested applicants can submit a resume and cover letter to Cindy Conroy, Fire Protection and Prevention Manager.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.

Cindy Conroy, *SCO (Fire)*

Manager of Fire Protection & Prevention Services

First Nations Technical Services Advisory Group

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