



SARVAC'S Humanitarian Workforce (HWF) Program

Job Description

Job Title:	HWF Operations Technical Writer	Reports To:	HWF Wildfire Program Manager
Classification:	Employee	Remote Work:	Yes
Department/Group:	Humanitarian Workforce (HWF)	Location:	24 McNamara Drive, Paradise, NL

Job Summary:

The HWF Technical Writer reports to the HWF Operations Coordinator and is responsible for developing, maintaining, and updating operational documentation supporting SARVAC's Operations and Type 3 Wildfire Support Capability. The position develops Concepts of Operations (ConOps), Standard Operating Procedures (SOPs), operational guidelines, job aids, and other doctrine aligned with the Incident Command System (ICS), BC Wildfire Service practices, and recognized Canadian wildfire management standards while ensuring consistency with the broader Humanitarian Workforce Program.

Responsibilities:

- Develop and maintain Concepts of Operations (ConOps), SOPs, operational manuals, deployment guides, and supporting documentation.
- Ensure all documentation aligns with ICS principles, BC Wildfire Service practices, and applicable national wildfire standards.
- Maintain document version control and document management processes.
- Translate operational requirements into clear, practical guidance for responders and managers.
- Ensure operational documentation aligns with SARVAC's National SAR Operational Concept (NSOC) and HWF governance.
- Coordinate with Operations, Logistics, Training, Technology, and the Wildfire SME to ensure consistency across HWF documentation.
- Support integration of lessons learned into updated operational guidance.
- Develop training manuals, participant guides, instructor materials, checklists, forms, and job aids.
- Support exercises and pilot deployments by documenting observations and incorporating improvements.
- Work with wildfire agencies, subject matter experts, and HWF Communities of Interest to validate documentation.
- Support preparation of technical reports, briefing notes, and implementation guidance.
- This position may be required to assume a secondary duty of an Incident Command System function (Incident Command, Operations, Planning, Logistics, Finance & Administration) during SARVAC's response to HWF taskings.
- May be called upon to perform other related duties as assigned by management that are related to or within the skill set of the person(s) holding this position.



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Qualifications/Education Requirements:

- Experience developing operational doctrine, SOPs, emergency management documentation, or technical publications.
- Knowledge of ICS and emergency management; wildfire operations knowledge is an asset.
- Excellent technical writing, editing, and document management skills.
- Post-secondary education in emergency management, public administration, or a related field. A combination of education, training, and experience may be accepted.
- Minimum of 5 years of experience in the voluntary sector in emergency management or a related field.
- Strong communication, interpersonal skills, organizational, and project management skills
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and handle sensitive information.
- Bilingual (English/French) is an asset.

Effort:

- Technical writing
- Document control
- Operational analysis
- Attention to detail
- Collaboration
- Continuous improvement

Working Conditions:

- Work is normally carried out in a remote office setting (work from home) for 37.5 hours a week.
- Extended periods of sitting, while using a computer or other devices are likely.
- Work is to take place during office hours (Monday - Friday).
- May be required to travel, handle increased workload and deal with fluctuating work schedule due to special events.
- On an exceptional basis, the employee may be called upon to deploy to emergency incidents that can vary depending on the nature of the incident and the specific role of the responder. Common work conditions may include a high stress environment, irregular working hours, physical demands, exposure to trauma, teamwork and collaboration, safety precautions, and travel and mobility.

Salary:

Wage range: \$30-\$40 per hour (based on experience). Group and health benefits and up to 5% RRSP matching program offered.

How to apply:

To be considered an applicant, please submit your interest, **including a cover letter and resume**, to Paul French (jobs@sarvac.ca). Position open until filled. Incomplete applications may result in the applicant not moving forward in the screening process.