



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

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

Job Summary:

The HWF Wildfire Support Program Manager reports to the HWF Program Director and is responsible for the overall coordination, development, and implementation of SARVAC's Type 3 Wildfire Support Capability. The position coordinates operational, administrative, financial, logistical, and stakeholder engagement activities while ensuring the capability remains fully integrated with the broader Humanitarian Workforce Program.

Responsibilities:

Program Oversight & Management

- Provide leadership in the development, implementation, and continuous improvement of SARVAC's HWF Wildfire Program.
- Manage the development and maintenance of operational policies, Standard Operating Procedures (SOPs), and emergency response frameworks.
- Ensure SARVAC's HWF Wildfire Program aligns with national wildfire frameworks within provincial and territorial jurisdictions.
- Coordinate planning, development, implementation and continuous improvement of the Type 3 Wildfire Support Capability.
- Ensure alignment with the HWF Program, NSOC and organizational priorities.
- Coordinate project plans, schedules, budgets, reporting and risk management.
- Prepare reports and briefing materials for the Program Director and Public Safety Canada.
- Coordinate engagement with CIFFC, Public Safety Canada, provincial and territorial wildfire agencies and other stakeholders.
- Develop partnerships with GSAR Associations, NGOs, Indigenous partners and subject matter experts.
- Integrate the wildfire capability with HWF operations, logistics, technology, training and governance.
- Coordinate development of SOPs, operational guidance and deployment procedures.
- Support exercises and continuous improvement.
- Coordinate development of training standards and readiness requirements.
- Coordinate pilot projects and proof-of-concept activities.
- 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:

- Post-secondary degree in emergency management combined with a minimum 5+ years of experience in emergency management, wildfire response, disaster response, search and rescue, or related fields.
- Leadership & Management: Proven experience leading large-scale programs, managing teams, and coordinating multi-agency responses.
- Stakeholder Engagement: Experience working with government agencies, NGOs, and volunteer organizations at a national or provincial level.
- Operational Readiness & Deployment: Knowledge of Incident Command System (ICS) and disaster response logistics.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Knowledge of relevant laws and regulations related to emergency management.
- Familiarity with Public Safety Canada's HWF Program and the SARVAC HWF National SAR Operations Concept (NSOC).
- Experience managing volunteer-based emergency response programs.
- Strong understanding of GSAR operations, training standards, and team deployments.
- Bilingual (English/French) is an asset.

Key Competencies:

- Strong leadership and decision-making skills
- Ability to work in high-pressure emergency environments
- Excellent written and verbal communication skills
- Effective stakeholder relationship management
- Problem-solving and adaptability in complex operational settings

Effort:

- Crisis response, problem-solving and decision-making.
- Emotional intelligence, resilience, and empathy.
- Learn and remember new tasks and processes.

Working Conditions:

- Work is normally carried out in a work from home office setting for 37.5 hours a week.
- Work is to take place during office hours (Monday - Friday).
- Extended periods of sitting while using a computer or other devices are likely.
- May be required to travel, handle increased workload and deal with fluctuating work schedules 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.



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Salary:

Wage range: \$40-\$50 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.