

May 27, 2020

Job Posting: **Kitsumkalum Emergency Program Coordinator**

Open period: **Until filled**

Job summary: **Full time**

Remuneration: **Compensation will commensurate with experience**

The Emergency Program Coordinator is responsible for overseeing and coordinating the Kitsumkalum Emergency Management Program and for the development, review and revision of the Kitsumkalum Emergency Preparedness Plan.

The Emergency Program Coordinator serves as the liaison between Chief and Council, Band Administrator and the Emergency Management Committee.

It is the responsibility of the Emergency Program Coordinator to ensure that adequate attention is given to all aspects of the Emergency Management Program.

Duties (include, but not limited to):

- Prepare an annual budget, based on input from the Emergency Management Committee;
- Manage contracts on behalf of the Emergency Management Program, such as specialists to provide training, exercises or planning;
- Coordinate annual assessment of local risks, evaluation of mitigation projects, preparing evacuation plans, and other responsibilities (see below);
- Coordinate implementation of strategies selected by the Emergency Management Committee, ex., hold public awareness sessions, organize training, and establishing Emergency Operations Centre facilities;
- Provide a single point of contact for the overall Emergency Management Program. This position is also responsible for giving presentations on the program to community members and other groups who may request such a presentation:
- Update Emergency Plan and associated documents;
- Coordinate the purchase and tracking of all equipment, materials and supplies on behalf of the program;
- Liaise with regional and provincial government authorities, businesses, and industry in the area on concerns of mutual interest;
- Produce appropriate agenda, arrange and chair meetings of the Emergency Management Committee;
- Implement, monitor and evaluate a training and exercise program;
- Initiate, maintain and support volunteer programs;
- Report on the effectiveness of the emergency management program to Chief and Council; and,
- Research, apply for and acquire alternative funding (JEPP, public/private partnerships, etc.)

Skill Requirements:

- Good verbal and written communication skills
- Team oriented with excellent interpersonal skills
- Good time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software (Word, Excel, Outlook and Access)
- Knowledge of emergency management,
- Knowledge of Emergency Social Services;
- Experience in building, developing and maintaining successful relationships with public/private organizations and partnerships;
- Knowledge of local government operations, geography and community services;
- Experience in building relationships with multi-faceted, multi-stakeholder groups
- Information seeking
- Decisive insight
- Listening, understanding, responding
- Cultural awareness
- Intimate with the culture and traditions of the Kitsumkalum peoples.

Working Environment:

High volume periods requiring occasional overtime, mixed with low volume periods requiring initiative. Close team environment. Frequent dialogue by phone, email, and in person with staff and managers. Working long periods at a computer, with occasional periods on the phone, and paperwork. Some travel required.

Please apply to:
Steve Roberts, Band Manager
Kitsumkalum First Nation Administration
PO Box 544, Terrace, BC, V8G 4B5
or via email to sroberts@kitsumkalum.com

*Only short-listed candidates will be contacted for an interview.
Compensation will commensurate with experience.*