



JOB DESCRIPTION

POSITION TITLE: Emergency Planning Secretariat Emergency Programs Coordinator

PROJECT AND DEPARTMENT: EPS

STATUS OF EMPLOYMENT: Full Time Contract

POSITION SUMMARY: The **EMERGENCY PROGRAMS COORDINATOR** is responsible for the coordination, planning, and support of the emergency capacity improvement programs of the EPS, and support of the Program Manager, the Executive Director, and Leadership Committee.

COMPENSATION: Starting salary \$55,000 - \$65,000 per year depending on experience

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Emergency Programs Coordination

1. Develop and maintain a database of where each community is in terms of emergency preparedness and capacity
 - Build a relationship with each of the 31 Mainland Coast Salish First Nations
2. Support communities with emergency planning and program development
 - Coordinate training and exercising opportunities
 - Assist communities with developing, managing and improving emergency plans
 - Meet with community leadership, public safety officials, private companies, and the community membership to get recommendations regarding emergency response plans
 - Coordinate sharing of resources and equipment
 - Provide support to communities as requested
 - Assist with grant management and funding
3. Coordinate emergency capacity and preparedness improvement within each community based on Disaster Resilience Plan

- Participate in internal plan development and discussions
 - Coordinate application of regional plans (ex. Risk assessments, building out hubs model, etc)
4. Support Mainland Coast Salish First Nations during emergencies
- Check in with communities before, during and post emergencies
 - Assist communities with EOC operations, forms, working with external partners, finding resources, and communications
 - Provide support and coordination during recovery

Assisting Program Manager

1. Assistance with attending meetings, conferences, workshops and outreach events
2. Preparation of documents, summaries, and reports.
3. Assist with communications and reporting.
4. Participate in record keeping and information management systems.
5. Provide input into Disaster Resilience Planning and community capacity enhancement
6. Maintain respectful and effective relationships with each of the 31 Mainland Coast Salish First Nations and external partners

REPORTS TO: EPS Program Manager

PROVIDES BACK-UP TO: EPS Program Manager, Community Emergency Staff, EPS Project Coordinator

EDUCATION AND EXPERIENCE

- Experience working in emergency management or planning;
- The ability to work in a team environment and independently;
- The willingness to spend time away from home to attend meetings and/or conduct field work;
- The willingness to set up and disassemble meeting venues, training exercises, and maintain equipment;
- An adaptable attitude to handle variable schedules, demanding schedules during emergencies, politically charged environments, and needs of different partners; and
- Intermediate/advanced computer and typing skills (MS Office Suite).

SKILLS AND COMPETENCIES

- Training or relevant experience in emergency management and planning;
- Knowledge of B.C. First Nations perspectives and communication styles/preferences;
- Knowledge of political and social impacts that affect BC First Nations;
- Experience building and maintaining respectful relationships with First Nations, colleagues, external agencies and their representatives.

- Familiarity with online calendar and task management systems
- Excellent organizational and time management skills;
- Problem solving and decision-making skills to manage situations during emergencies

OTHER REQUIREMENTS

- Must be willing to submit to a criminal record check and be in compliance with federal vaccination regulations
- Must have a valid driver's license and access to a reliable vehicle
- Must be flexible to work from home, in office and travel to communities
- A laptop will be provided, and travel will be compensated

CONFIDENTIALITY

The Emergency Programs Coordinator is expected to be familiar and comply with the expectations of confidentiality as outlined in the Sumas First Nation Policy and Procedures Manual and relevant Acts and Legislation on Communications and Information Management.

PERFORMANCE CRITERIA:

Completed tasks relative to any or all of the above duties and responsibilities will be measured in terms of:

- A. Production of Outputs (Quantity, Quality and Timeliness)
- B. Knowledge of the Job
- C. Work Attitude
- D. Interpersonal Working Relationships
- E. Contribution to the Organizational Goal

PLEASE EMAIL A COVER LETTER AND RESUME TO: gillian.fuss@emplans.ca