



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

Employment Opportunity Emergency Management Coordinator Temporary Position

POSITION SUMMARY

The Emergency Management Coordinator will work to improve community safety and security by addressing the following four areas:

- Mitigation and Prevention: Involves activities which reduce or eliminate the effects of an emergency or disaster.
- Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. This includes community education, emergency information, training, preparing plans, operation centers and communication systems.
- Response: Involves actions taken to respond to an emergency.
- Recovery: Includes the activities required to return the community to its pre-emergency state.

The Emergency Management Coordinator will provide high-level project coordination, and the development of culturally safe and sustainable disaster response/recovery resources. This position requires strong and effective working relationships with colleagues, superiors, communities, and health service partners and organizations.

Key Responsibilities

- Facilitate and coordinate development of Nation based Collaborative Emergency Management Agreements
- Liaise with government, emergency services and media;
- Establish, develop and maintain relationships with the Municipal & Regional District Emergency Management sector, external agencies, as well as Provincial entities;
- Capacity building and community development – work with education and employment coordinator to schedule and register community members and contractors for emergency management related employment opportunities. fire-fighting employment opportunities;
- Community Education – Personal and community emergency preparedness;
- Facilitate and coordinate development of Community Wildfire Protection (CWP) Plans – including forest fuel management projects on and off reserve;
- Emergency response planning at the Nation level that supports communities during emergencies;
- Emergency Plan development, implementation and revisions, including coordinating community emergency teams and developing and leading emergency exercises;
- Manage emergency preparedness response and capacity;
- Determine volunteer/employee training needs as necessary and develop, implement, and monitor a training and exercise plan;
- Write proposals to seek funding for emergency preparedness, mitigation, and recovery, forest fuel management and education.

Education and Experience

- Emergency Preparedness related certificate, diploma or degree
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response)
- Knowledge of the local communities and Nations
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook)
- Able to build working relationships with First Nations communities and partners
- Hold a valid Alberta Driver's License and have access to a reliable vehicle

Working Conditions

- 1 Year Term Position with possible extension based on funding
- Travel throughout the Nation, sometimes including remote locations
- Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice

DEADLINE: May 1, 2024

Submit resumes to: Daryl Auger, Technical Health Advisory Services Coordinator
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****only those selected for an interview will be contacted****