



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting **Regional Emergency Management Coordinator**

The Regional Emergency Management Coordinator will play a supporting role to northeastern first nations participating in the capacity enhancement project funded by ISC.

The REMC will act as a subject matter expert on emergency preparedness within first nation communities; providing guidance on strategies and best practices as they relate to safety and security, emergency prevention, mitigation, preparedness, response, recovery, and resiliency.

This position will be responsible for high level support, coordination, and facilitation of emergency management activities, with a key focus on helping the participating nations have accessible education and training to implement culturally safe and sustainable disaster response and recovery plans.

This position will not replace a Nation's emergency response initiatives; however, it will support them via knowledge and resource sharing.

Key Responsibilities

- Facilitate and coordinate development of Nation based Collaborative Emergency Management Agreements
- Advocates for and provides recommendations to senior leadership on proactive actions or sustained efforts to reduce/eliminate risks of hazards occurring, reduce impacts by managing risk
- Assists participating nations with the development of their emergency response plans as well as their emergency operation's center structure; facilitates in the coordination of conversations between nations so leverage from existing documents and resources can be utilized
- Emergency Plan development, implementation, and revision, including coordinating community emergency teams and training opportunities the Nations can participate in
- Assists nations with educating their communities on the importance of both personal and community Emergency Planning, Hazard, Risk and Vulnerability Assessments, education, and awareness of their responsibilities
- Determine volunteer/employee training needs as necessary and then assist the Nations to arrange and implement a training and exercise plan
- Actively seeks out funding opportunities for emergency preparedness, mitigation, recovery, resiliency, education activities and materials and communicates these opportunities to all participating nations involved in the capacity enhancement project
- Brings nation's representatives together to review grants and proposals that can support strategic partnership initiatives for various programs including, but not limited to:
 - Pandemic Planning
 - Emergency Plans
 - Various emergency assessments, mapping, and mitigation plans (e.g., HRVA's, flooding, evacuations, Community Wildfire Resiliency Plans, Fire Smart programs, etc.)

- Emergency Operations Centers and Training
 - Emergency Support Services
- Develop and maintain relationships with other First Nations communities, Municipal & Regional Districts Emergency Management sectors, government, emergency services and media

Education and Experience

- Safety and/ Emergency Management Certification or a combination of the below skills, experience, and education:
- Proven knowledge of emergency preparedness as it relates to prevention, preparedness, response, recovery, and resiliency within First Nations or remote communities
- Proven ability to conduct gap analysis and fill the gaps in community needs regarding first aid, safety and emergency preparedness
- Proven skills regarding pandemic planning and safety procedures
- Ability to research, review, and consolidate large masses of information and then facilitate engagement sessions to relay the information and transfer knowledge effectively
- Ability to build strong working relationships with partnering First Nations communities, regional municipalities, communities, and service partners and organizations
- Detail oriented with strong analytical, time management, financial management and organizational skills
- Well-developed problem solving and conflict resolution skills
- Excellent oral and written communication skills
- Proficiency with Microsoft Office applications (Word, Outlook, Excel, Outlook, Powerpoint)
- Must possess a high level of moral judgment for handling confidential information
- Hold a minimum Class 5 BC driver's license and clean driver's abstract
- Level 3 First Aid certificate
- Willing to submit to drug and alcohol testing
- Must be fully vaccinated against COVID-19 virus

Working Conditions

- Travel throughout the Nation, including remote locations up to 25%
- Ability to work flexible hours in a non-standard schedule
- Unexpected overtime as it pertains to emergency situations

We thank all applicants for their interest in MLIB however, only those applicants selected for further consideration will be contacted.

Please submit resumes and cover letters to:
 McLeod Lake Indian Band
 General Delivery, McLeod Lake BC V0J 2G0

Attention: HR Advisor

Email: hrdept@milib.ca

Opening date : October 5, 2021

Closing date : Until filled