



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

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

Job Posting Emergency Management Coordinator

Under the direct supervision of the Lands Director, the Emergency Management Coordinator will work to improve community and safety by addressing the following four areas: mitigation and prevention, preparedness, response and recovery.

The Emergency Management Coordinator will provide high-level project coordination and development of a culturally safe and sustainable disaster response/ recovery plan. This position works in a matrix environment, which requires strong and effective working relationships with colleagues, superiors, communities, and service partners and organizations. This is a full-time position with a 35-hour work week.

Key Responsibilities:

Duties will include assisting with emergencies and coordinating resources (McLeod Lake Indian Band and related entities)

- Community education regarding personal and community emergency preparedness
- Facilitate response planning at a Nation level that supports community during an emergency.
- Liaise with government, emergency services to facilitate delivery of ESS to the community.
- Emergency Plan development, implementation, and revision, including coordinating community emergency teams and developing and leading emergency exercise.
- Determine volunteer/ employee training needs as necessary and help develop, implement, and monitor a training and exercise plan.
- Actively seek funding for emergency preparedness, mitigation, recovery, and education.
- Other duties as assigned from time to time.

Education and Experience:

- Emergency preparedness skills and experience (prevention, preparedness, response and recovery)
- Proven ability to conduct gap analysis and fill the gaps in community needs regarding first aid, safety and emergency preparedness.
- Able to build a working relationship with partner agencies such as BC Wildfire, EMCR and FNESS.
- Hold a Class 5 BC driver's license.
- Level 3 First Aid Certificate considered an asset.
- Good user knowledge of MS Office Suite
- Excellent oral and written communications.

Working Conditions:

Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice. *We thank all applicants for their interest in MLIB; however, only those applicants selected for further consideration will be contacted.*

Closing date: March 8, 2024

Please submit resume and cover letter to:

Posted Feb 23, 2024

Attention: HR Advisor

Email: hrdept@mlib.ca