



Emergency Management Coordinator

Nuxalk Nation

Full-time

The Nuxalk Nation is seeking the services of an Emergency Management Coordinator. This is a full-time position with a strong possibility of it becoming a permanent position.

The Emergency Management Coordinator is accountable to, and performs duties under the supervision of and oversight of an inter-governmental committee that includes representation from the Nuxalk Nation, CCRD, and Emergency Management BC (EMBC).

Job Overview

As a Coordinator of Emergency Management, you will direct the organization's emergency operation program and provide the framework for organizational activities during emergency operations. There are four main elements of emergency management: preparedness/prevention, mitigation, response, and recovery.

Responsibilities and Duties

- Collaborate with various departments and external agencies/institutions to provide emergency management support to the Nuxalk Nation, the CCRD and to communities within the Central Coast Regional District service areas.
- Develop and implement plans, procedures and protocols to maintain community awareness regarding emergency preparedness
- Assist in the development and implementation of plans and strategic and operational procedures and protocols for emergency management functions
- Identify, coordinate and prepare emergency management staff for responder rolls
- Conduct quality assurance, data analysis and develop applicable maps in support of daily and response operations
- Review incident action plans and provide input and evaluation on emergency management goals and objectives
- Develop and implement emergency management systems and ensure they comply to applicable government and Nuxalk regulations and cultural competency requirements
- Create incident management reports
- Coordinate logistics of disaster response or crisis management activities

- Perform tests and evaluations on currently implemented emergency management plans in accordance to applicable regulations
- Inspect facilities and equipment used in emergency management operations to ensure that they are working properly
- Develop and circulate instructional materials to educate and inform community-based emergency response providers
- Oversee joint disaster mitigation projects
- Identify grant funding opportunities for further Emergency Management projects and programs as determined by Nuxalk Nation/CCRD Emergency Management Steering Committee
- Implement and manage contracts in excess of \$800,000 specific to risk and hazard vulnerability assessments, mitigation planning and structural mitigation

Qualifications

The Nuxalk Nation and CCRD are seeking an exceptional individual with the requisite skill set to successfully implement the first stage of their new Emergency Management partnership. The following qualifications are preferred; however, consideration will be given to candidates demonstrating an exceptional background in making joint administrative programs a success. We are seeking candidates who are ideally prepared to make a three year commitment to our communities.

- Demonstrated experience in effectively working with First Nations people and organizations
- Bachelor's degree in Emergency Management or equivalent level of education/experience in Emergency Management is preferred
- Demonstrated experience in the four pillars of emergency management: preparedness/prevention, mitigation, response, and recovery.
- Background in developing and implementing plans, operational procedures and protocols to enact emergency management procedures
- Demonstrated ability to judge response capability limitations and propose tactics for coordinated response activities
- Knowledge of the principles and practices of BC Emergency Management Systems (BCEMS), the *Emergency Management Act* and the *Emergency Program Act*
- Strong understanding of and respect for First Nations values and culture
- Demonstrated ability to build and maintain positive relationships with organizations and residents of the Bella Coola valley.
- Knowledge of the administrative procedures and practices of First Nations, regional districts and provincial governments
- Experience with large technical project oversight
- Experience developing, maintaining and reporting on project/program budgets
- Excellent leadership, reliability, interpersonal and communication skills with the ability to communicate well with a wide variety of audiences
- Ability to work independently and as part of a team
- Organizational skills with the ability to coordinate with multiple agencies

- Willingness to be on-call in order to perform duties as emergency circumstances warrant
- Maintain the utmost confidentiality
- Strong interpersonal skills with the ability to use tact and good judgement in dealing with sensitive and complex issues

Please send covering letter and resume to Wilma Mack at the Nuxalk Nation Administration Band Office by midnight on August 29, 2018 at PO Box 65, Bella Coola, BC, V0T 1C0 or email her at admin.director@nuxalknation.ca.

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