



EMPLOYMENT OPPORTUNITY

- Emergency Management Coordinator -

Summary:

Under the direction of the Executive Director and/or Technical Services Advisor, the **Emergency Management Coordinator** is responsible for developing capacity within First Nation partners through all four pillars of emergency management; mitigation, preparedness, response, and recovery.

Duties:

- Conduct Emergency mitigation planning including the development, exercise, and updates of emergency plans for First Nations and/or Indigenous Organizations
- Assist First Nations and/or Indigenous Organizations in the identification, completion and submission of funding applications for applicable program funding
- Coordinate and identify appropriate training for First Nations and/or Indigenous Organizations, as required. Training can include but are not limited to: ICS 100, 200, 300; FireSmart Education; Basic Emergency Management; Emergency Operations Centre's.
- Assist First Nations when responding to an emergency event by:
 - a. Establish and active an emergency operations center in the community;
 - b. Act as incident commander;
 - c. Assist with logistical tasks, including but not limited to creating flight manifests, evacuation lists, vulnerable population identification;
 - d. Activate emergency plans;
 - e. Liaise on behalf of the affected community with relevant partners including but not limited to Government Organizations, Non-Governmental Organizations, Indigenous Representative Organizations, and Tribal Councils;
 - f. Work collaboratively with partners;
 - g. Provide continuous monitoring of emergency event;
 - h. Coordinate and procure additional resources as needed given the nature of the emergency.
- Coordinate with the affected community during the recovery phase to ensure that identified damages are remedied accordingly, in a timely manner.

Qualifications:

- University degree or college diploma in one or more of the following fields: Project Management, Emergency Management, Community Development
- Minimum 3 years' experience in the development of emergency management plans and/or responding to emergencies in First Nations, Municipalities, Cities, Towns or large organizations;
- Possess excellent verbal and written communication skills;
- Working knowledge of various computer software including, but not restricted to: MS word, Excel, Power Point and other design programs.
- Ability to develop and facilitate emergency response training exercise or other training delivery experience;
- Knowledge of Ojibway Culture, Language and Traditions would be a definite asset;
- Ability to deal with conflict, mediate and problem solve;
- Valid driver's license, access to an insured vehicle, and willingness to travel.

Please submit a resume and cover letter, with three references, and at least one from the current/last place of employment. Applications will be accepted until **September 29, 2020.**

**PLEASE SUBMIT APPLICATION E-MAIL TO:
Bimose Tribal Council Inc.
Attention: Human Resources Manager
598 Lakeview Drive
Kenora, ON
P9N 3P7**

Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: sricklefs@bimose.ca

Late applications will be returned. Only those applicants selected for an interview will be contacted.