



Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services
Job Posting – Emergency Management Coordinator
Fort Frances, ON

The Emergency Management Coordinator provides guidance and support that will assist First Nation communities in emergency planning initiatives. The Emergency Management Coordinator provides knowledge and expertise to member communities and offers best practice advice to ensure Community safety and security. The Emergency Management Coordinator will also collaborate with Indigenous Services Canada to support the overall needs of Ontario First Nations through participation on the newly created ISC EMC Network.

Primary Accountabilities Include:

- ***Facilitates and coordinates in the development of emergency management agreements and plans for First Nations and Indigenous organizations;*** ensures emergency plans are made publicly available and accessible; develops and leads community emergency teams, determines training needs and develops training and exercise plans.
- ***Assists in leading response and recovery efforts in the event of a community emergency;*** liaises with relevant partners including community leads, governmental & non-governmental agencies, etc. to assist where needed, assists with logistical planning including creating flight manifests and evacuation lists; coordinates recovery efforts with communities to identify and remedy damages.
- ***Participates in planning and facilitating conferences, workshops and training sessions.***
- ***Carries out administrative and clerical duties;*** includes reporting, file maintenance, completing and compiling documents and paperwork.

Requirements:

- Emergency Preparedness related certificate, diploma or degree OR Grade 12 education or equivalent accompanied by 3 to 5 years of relevant experience.
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response).
- Valid driver's license and access to reliable transportation to fulfill travel requirements.
- Must be knowledgeable of the local communities and Nation.
- Knowledgeable with First Nations culture, and traditional values and beliefs.
- Strong written and verbal communication skills.
- Project management skills; able to remain organized and effective in all situations.
- Analytical-thinking and decision-making; must be able to assess a situation and make decisions using knowledge and sound judgement.
- Demonstrated familiarity with Microsoft Office programs.

Salary

- \$60,000.00 - \$80,000.00 per annum

Application process

- Please submit cover letter and resume that includes three (3) professional/work related references, with written authorization to contact references to:

Hiring Committee

Pwi-di-goo-zing Ne-yaa-zhing Advisory Services
Box 522 Fort Frances, ON P9A 3M8
Tel: 807-274-8531 Fax: 807-274-4330 Email: tryll@advisoryservices.ca

*If submitting by email, please use **Emergency Management Coordinator** in the subject line and include your cover letter, resume and written authorization to contact references in PDF format.*

Deadline: This position is open until filled.

While we appreciate all applications, only those selected for an interview will be contacted.