



DZAWADA'ENUXW FIRST NATION

Emergency Management Coordinator[s] Employment Opportunity!

The DFN is looking for one full-time position or two part-time positions for an Emergency Management Coordinator.

Duties & Responsibilities

- Overall management, updating and organization of the DFN Emergency Procedures and policies.
- Review, update the emergency management plan as needed and ensure it's in compliance with local, provincial, federal laws and industry regulations (where required).
- Coordinate emergency management training, including exercises.
- Hold regular meetings with the Emergency Management Team and with the community.
- Interdepartmental meetings to review policies and procedures.
- Set-up and maintain an Emergency Operations Centre when a State of Emergency has been ordered; where the State of Emergency is ordered by:
 - the DFN Council through Band Council Resolution or
 - the Province of BC; when it affects the DFN's normal business operations
- Create strategic relationships with all stakeholders who may be involved in an emergency, such as government agencies, community members, DFN employees, volunteers and private organizations.
- Provide relevant information for the Team/Council relating to a current State of Emergency.
- Make announcements to the community as required / provide scrips for council to announce.
- To set an example to community members by complying with policies, agreements, regulations set in place by the Emergency Management Team.
- To continually look for funding opportunities and do applications including reporting.

Experience/Skills Required:

- Effective communication skills;
- Ability to develop positive relationships with different stakeholders ;
- Strong computer skills (MS Office);
- Able to work under minimal supervision in stressful situations and make decisions;
- Strong office and project management and coordination skills; and
- Knowledge of emergency management, including processes, policies and laws an asset.

Terms: One year contract salaried position with possibility of extension after the one year. Salary commensurate with qualifications and experience.

If you are interested, please send cover letter and resume to
dfn.administrator@kingcome.ca.