



JOB POSTING

Position Title: NSMDC Emergency Management Coordinator

Report To: NSMDC General Manager

Location: 38 MicMac Road, Eel Ground, New Brunswick, E1V 4B1

Application Deadline: 4:00 p.m. (Atlantic), Friday, March 6, 2020

Anticipated Start Date: April 1, 2020

Salary: Commensurate with experience

Program Locations:

The NSMDC Emergency Management Coordinator position will be based out of Eel Ground and the successful candidate will be required to travel to all the participating First Nation communities. Travel throughout Atlantic Canada will also be required periodically. The successful candidate must have a valid driver's license and access to reliable transportation.

Participating First Nation Communities:

Buctouche, Eel Ground, Eel River Bar, Fort Folly, Indian Island, Metepenagiag, Pabineau

Scope of Position:

This position reports to the NSMDC General Manager. The NSMDC Emergency Management Coordinator works with and coordinates emergency management capacity enhancement and crisis response activities (planning, preparedness and response) with Buctouche, Eel Ground, Eel River Bar, Fort Folly, Indian Island, Metepenagiag, Pabineau First Nation communities.

This position is also responsible for enhancing emergency preparedness links between emergency response agencies, government departments, non-governmental agencies, and municipalities within the geographical area.

The NSMDC Emergency Management Coordinator will work with the individual participating First Nation communities to develop/update and implement NSMDC/community policies, procedures and processes for the ensuring high quality emergency management, crisis response activities.

Duties and Responsibilities:

- Establish, develop, maintain and update (as required) NSMDC emergency management plan, procedures, guidelines and processes.

- Provide coordination and advice to NSMDC and participating First Nation leadership in emergency management and crisis response.
- Support and work with participating First Nation communities to ensure they have emergency management plans that are comprehensive, robust and exercised to enable the First Nation communities to respond to emergency/crisis events impacting their health (physical, psycho-social), mental well-being, and community infrastructure.
- Assist with the development and coordinate the implementation of the individual participating community's comprehensive emergency management plan and crisis response to assist individual First Nation's leadership response during emergency/crisis events.
- Consult, engage and work with other First Nation communities and tribal councils throughout the Atlantic region, looking at best practices in emergency management.
- Assist participating First Nations in developing tabletop exercises and post-event hotwash, as well as proactively participate in these sessions.
- Build partnerships, develop working relationships and collaborate with federal, provincial and municipal EMO partners and non-governmental organizations (i.e. Red Cross).
- Represent NSMDC on all emergency management committees, establishing linkages, lines of communication, and fostering a coordinated approach to First Nations' response during an emergency management/crisis response event.
- Advocate, lead, collaborate and partner with other federal, provincial and First Nations to enhance capacity of the individual First Nation communities in emergency management training, tabletop exercises, as well as modernizing existing or developing community emergency management plans.
- Work with participating First Nation communities in the development and coordination of the delivery of emergency management, crisis response and first responder training sessions to key staff within the individual communities, and maintain an updated registry of individuals who have completed training.
- Research, review and work with participating First Nation communities to prepare a variety of emergency management documents, including policies and procedures based on federal/provincial standards.
- Coordinate and complete environmental emergency management scans of NSMDC and participating communities' capacity in emergency management, as well as risk vulnerability assessments.
- Conduct such other duties as may be assigned by NSMDC management.
- Participate in training, workshops, and mentoring, as identified in personal learning plan.

Formal Education and Preferred Training:

- Completion of formal training or qualifications in emergency management (i.e. Emergency Operations Centre, Incident Command System or other related courses).
- Bachelor's degree or diploma in applicable field (Arts, Business, Science or Emergency Management).

Experience and Skills:

- Minimum of five years of related experience in emergency planning, preparedness and response to emergency events.
- Experience in providing advice and recommendations to senior leadership on emergency management activities/issues impacting community infrastructure and health.
- Experience in developing integrated emergency management plans, considering the needs of the community, as well as tabletop exercises, facilitating incident debriefings (hotwash) and preparing Situation Reports.
- Experience in developing educational resources and guidelines for use by First Nation communities to promote best practices, and to prevent and/or manage emergency events.
- Experience in project management, program budgeting and administration.
- Knowledge of emergency management principals, Emergency Operations Centre and/or Incident Command System 100, 200, 300.
- Knowledge of theories, practices and principles related to emergency management planning, preparedness and response activities.
- Strong report and proposal writing skills.
- Strong organizational skills.
- Strong analytical and decision-making capabilities.
- Strong written and verbal communication skills.
- Strong partnerships development and networking skills.
- Strong computer literacy skills.
- Ability to work both individually and as part of a team.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential. Proficiency in Mi'kmaq is an asset.

Conditions of Employment:

- Proven ability to maintain confidentiality.
- Valid driver's license and access to reliable transportation.
- Employment conditional on a successful criminal records check.

Please submit your resume and cover letter to Jodi E. MacIntosh, Manager of Human Resources & Administration, at jodimacintosh@angotum.ca. This is a full-time permanent position, conditional on adequate funding. Salary will be commensurate with experience.

The deadline for submission is **4:00 p.m. (Atlantic), Friday, March 6, 2020**. NSMDC is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted.