

JOB OPPORTUNITY

Sagkeeng Anicinabe Government has an opening for a PART-TIME Emergency Coordinator

Reporting to the Chief Administrative Officer the Emergency Coordinator is responsible for creating emergency management plans, encompassing the five (5) phases of emergency management: prevention, mitigation, preparation, response and recovery. In addition, this position will manage and coordinate all emergency management training and exercises, and create strategic relationships with other community departments, and members, as well as other organizations and government agencies.

DUTIES:

- Create and maintain the Community's emergency management plan and ensure it is compliance with local, provincial, and federal laws and regulations,
- Coordinate emergency management training, including exercises for all involved,
- Set-up and maintain an Emergency or department Operations Centre if required,
- Create strategic relationships with all stakeholders who may be involved in an emergency
- Establish appropriate emergency strategies, responses and techniques.
- Ensure that effective command and control techniques are in place at the scene of an emergency
- Maintain detailed records and prepare reports on all emergencies and other matters as required,
- Implement rise awareness programs,
- Travel and work outside of the community as assigned or required,
- Perform other related duties as assigned or required.

QUALIFICATIONS:

- Grade 12 or equivalent
- Effective communication skills both verbally and written,
- Ability to develop positive relationships with different stakeholders,
- Knowledge of emergency management; including processes, policies, laws, techniques, and procedures,
- Ability to work under minimal supervision and work with others in stressful situations and must be able to make quick decisions,
- Supervisory experience with an ability to lead and direct others including volunteers and able to take command in an emergency,
- Valid Class 4 or greater driver's licence
- First aid and CPR training is an asset.
- Must be willing to work a flexible work schedule including being able to work evenings/weekends as required;
- High level of experience using computers and software a strong asset
- Strong negotiation skills.
- Must bring a clear and current Criminal Record



**Application deadline:
JUNE 30, 2022**

Applicants MUST submit:

- Cover letter/ résumé including active contact information,

Attention to:

**Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E 0P0**

Cover letters and résumés can be mailed to the above address or emailed to jobs@sagkeeng.ca,

**LATE SUBMISSIONS
WILL NOT BE ACCEPTED
UNDER ANY
CIRCUMSTANCES**

PLEASE BE ADVISED THAT
ONLY THOSE SELECTED
FOR AN INTERVIEW WILL BE
CONTACTED