



EMPLOYMENT OPPORTUNITY POSTING

EMERGENCY MANAGEMENT COORDINATOR

CLASSIFICATION:	Term Contract – to March 31, 2024
SALARY:	Commensurate with qualifications and experience
LOCATION:	Ogemawahj Tribal Council Office
DEADLINE TO APPLY:	Open Until Filled

The Ogemawahj Tribal Council (OTC), consisting of the Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island and the Pottawatomi of Moose Deer Point First Nations, supports the overall goals and objectives of all of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibilities of Emergency Management Coordinator to implement the Emergency Management Preparedness (EMP) program. The EMP program provides Emergency Planning training, assisting in developing, updating, and exercising Master Emergency Response Plans as well as assist communities in the event of an emergency, maintain tools to ensure its communities are well prepared for emergency events.

Reporting the Tribal Council Engineer and Executive Director, the primary responsibility of the Emergency Management Coordinator is to coordinate and implement the objectives and deliverables as set out in the applicable emergency management programs (Emergency Management Plan updates, EOC Annual Activation Exercises, Emergency Mitigation Planning, Response and Recovery, Reporting) being implemented at the Ogemawahj Tribal Council and in its member communities. The position will entail supporting and advancing the Emergency Management Program in each of the OTC communities as well as supporting the development of internal capacity within OTC regarding emergency management. The position will require a highly engaged approach in working with communities to evaluate, update and implement their current plans, provide education and awareness on emergency management related topics and initiatives, as well as act as a liaison for the communities with other First Nation organizations with a particular focus on those working in the emergency management sector. It will require working closely with the OTC's technical department in supporting and developing and updating tools and resources related to emergency management as well as assisting with community emergency related events. In addition, the position will require the candidate to have and build knowledge on a variety of topics related First Nation's emergency management and will require that research and capacity building be a part of their regular development. The successful incumbent will collect and monitor data, liaise, network, provide advisory services and assist in emergency response.

MINIMUM QUALIFICATIONS:

- Post-secondary degree / diploma in related field and/or 3-5 years of similar work experience in the emergency management sector
- Previous experience with report writing, implementing emergency management tabletop exercises, activation of an EOC and coordinating / providing training. Experience with flood / fire mapping and GIS software/tools is considered an asset.
- Public relation skills with the ability to deal tactfully with the public and to exercise good judgement in appraising situations and making decisions.
- Received training related to developing emergency management plans and emergency management plans exercising. Knowledgeable of Emergency Planning legislation and Basic Emergency Management.
- Demonstrated skills organizing meetings and events. Good public speaking skills an asset.
- Must be able to effectively achieve measurable objectives within directed work plans.
- Must be self-motivated and able to effectively work with minimal supervision/direction.
- Experience in research, analysis. Must be able to identify and apply for funding programs.
- Must be able to consult and engage with First Nation community members.
- Must be able to handle a variety of different work types (e.g. desk, field, public, team, independent).
- Must have proficient computer skills and proven experience with Microsoft Outlook, Word, Excel, and Power Point. Working knowledge of emergency management related software and shared file management system.
- Ability to work flexible hours. May be required to make themselves available on evenings and weekends as needed.
- Must have a valid Class G Ontario Driver's License, \$2 million in public liability insurance and access to reliable transportation.
- Criminal Reference check relevant to the position.



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KNOWLEDGE AND SKILLS:

- Effective leadership skills, with a strong focus on team management.
- Highly developed verbal communication ability, including public speaking.
- Be accurate, timely, detail oriented, organized, a self-starter, and able to prioritize workload.
- Knowledge of industry standards and best practices. Knowledge of industry and stakeholder First Nations Emergency Preparedness activities. Project management skills an asset.
- Working knowledge of budgets and finances. Grant and proposal writing experience is an asset.
- Ability to identify and resolve issues in a timely manner. Strategic thinking and problem-solving ability.
- Certified in ICS 100/200/300 or similar; Advanced academic or FEMA training is considered an asset.

PLEASE SEND APPLICATIONS to:

**Ogemawahj Tribal Council,
Attention: Executive Director
5984 Rama Road
Rama, ON L3V 6H6
Or via email to:
mmccue-king@ogemawahj.on.ca
For more info, please call: (705) 329-2511**

Candidates must provide a **detailed resume, cover letter and three references**. Please mark on the envelope or email subject as "**Emergency Management Coordinator**." Only those selected for an interview will be notified. **Full job description available upon request**. Late applications will not be considered.