



Southern Dakelh Nation Alliance

59 First Avenue South
Williams Lake BC V2G 1H4
(250)398-3375

Emergency Planning Coordinator Job Posting

Posted	September 10, 2019
Employer/Company	Southern Dakelh Nation Alliance
Website	https://dakelh.ca/
Contact Person	Tammy Keith email: execassist@dakelh.ca
Address	59-1 st Avenue South Williams Lake, BC V2G 1H4
Positions available	1
F/T	5 days a week/35 hours per week (2-year Term potentially expanded to 5-year term)
Start Date	As soon as possible
Salary Range	\$ 60,000. - \$63,500 annually (based on qualifications) Candidates with advanced qualifications and experience will be considered accordingly.
Benefits	As per SDNA policy
Closing Date	<i>September 24, 2019 - 12:00 PM Pacific Time</i>
Driver's License	<i>Required</i>
Driver's Abstract	<i>Required</i>
Police Info Check	<i>Required</i>

Position Overview

The Emergency Planning Coordinator is responsible for developing and directing the Southern Dakelh Nation Alliance's ('SDNA') emergency operation program and provide the framework for organizational activities during emergency operations.

The Coordinator will work to improve community safety and security by addressing the following four areas:

- Mitigation and Prevention: Involves activities, which reduce or eliminate the effects of an emergency or disaster.



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- Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. This includes community education, emergency information, training, preparing plans, operation centers and communication systems.
- Response: Involves actions taken to respond to an emergency.
- Recovery: Includes the activities required to return the community to its pre-emergency state.

The Coordinator will provide high-level project coordination, and the development of culturally safe and sustainable disaster response/recovery resources. This position works in a matrix environment, which requires strong and effective working relationships with colleagues, superiors, communities, and health service partners and organizations. This position will be located at the Southern Dakeh Nation Alliance office in Williams Lake.

Essential Functions and Duties

- Facilitate and coordinate development of Nation based Collaborative Emergency Management Agreements.
- Liaise with government, emergency services and media.
- Establish, develop and maintain relationships with the Municipal & Regional District Emergency Management sector, external agencies, as well as Provincial entities.
- Capacity building and community development – work with education and employment coordinator to schedule and register community members and contractors for emergency management related employment opportunities. Fire-fighting employment opportunities.
- Community Education – Personal and community emergency preparedness.
- Facilitate and coordinate development of Community Wildfire Protection (CWP) Plans – including forest fuel management projects on and off reserve.
- Emergency response planning at the Nation level that supports communities during emergencies.
- Emergency Plan development, implementation and revisions, including coordinating community emergency teams and developing and leading emergency exercises.
- Manage emergency preparedness response and capacity.



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- Determine volunteer/employee training needs as necessary and develop, implement, and monitor a training and exercise plan.
- Write proposals to seek funding for emergency preparedness, mitigation, and recovery, forest fuel management and education.

Qualifications – Education and Experience

- Emergency Management related certificate, diploma or degree.
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response).
- Able to build working relationships with First Nations communities and partners.

Required Knowledge and Competencies

- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook).
- Knowledge of SDNA and local communities.
- Must be a self-starter and self-motivator with excellent communications skills, both written and spoken.
- Excellent interpersonal and organizational skills.
- Working knowledge of stakeholder information systems.
- Adept at working cooperatively as a member of a team, and proven ability to work independently with minimal supervision.

Other Requirements

- Willingness to travel throughout SDNA, sometimes including remote locations.
- Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice.
- Hold a valid BC driver's license and access to a reliable insured vehicle.

Contact Information

A cover letter is required to detail how you meet the qualifications and competencies described above. Please email the cover letter and a current resume to Tammy Keith at execassist@dakelh.ca by September 24, 2019, 12:00 PM. No phone calls please.