

## Job Description

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|--------------------|--|---------------------------|---|
| <b>Title:</b>      | Emergency Planning Coordinator                                       | <b>Date:</b><br>Previous: | June 8, 2023<br>None                      |
| <b>Department:</b> | Infrastructure & Development –<br>Emergency Management               | <b>Reports to:</b>        | Infrastructure and<br>Development Manager |
| <b>Status:</b>     | Full – Time, 32 hours per<br>week, Monday to Thursday<br>& Call-Outs | <b>Direct Reports:</b>    | None                                      |

### Purpose

The Emergency Planning Coordinator is responsible for coordinating the Klahoose First Nation Emergency Planning Committee, and working with the Infrastructure & Development Manager to develop the Emergency Management Department.

### Responsibilities

#### Emergency Management Development

- With the Infrastructure & Development Manager, develop the Emergency Management Department, including the development and implementation of programs and plans for emergency preparedness.
- With the Infrastructure & Development Manager, prepare policy drafts and standard operating procedures related to Emergency Management.
- With the Infrastructure & Development Manager, develop an Emergency Planning Committee, and coordinate monthly meetings, manage agendas, and develop action plans.
- Assist with the development of training programs for all Emergency Planning Committee members, and deliverance of training.
- Identify funding opportunities for all avenues of emergency planning and management, and together with the Infrastructure & Development Manager, apply for identified funding opportunities.
- Collect and analyze information, prepare reports, present to the Infrastructure Development Manager and others, as requested.
- Take part in external emergency management groups and meetings, which will include some travel as requested.
- Together with the Infrastructure & Development Manager, work to build the Asset Management Program & Software.
- Prepare Emergency Planning Department sections of the community newsletter, as required.

## Emergency Deployment

- Respond to emergency call-outs, as required.
- Take an active, and if requested, high-level role in the Klahoose First Nation Emergency Operations Centre during the event of emergencies.

## Competencies and Skills

### Education and Work Experience:

- Post-secondary education or formal training in emergency management protocols, or emergency support services.
- Courses in Incident Command Centre, Emergency Operations Centres, and Emergency Social Services through the Justice Institute of BC, or willingness to undertake this and any necessary training.
- At least two years' previous administration experience, along with experience in the delivery of emergency services.

### Knowledge, Skills and Abilities:

- General knowledge of Climate Change Initiatives, Municipal and First Nations emergency management protocols, and general understanding of EMBC and FNESS operations.
- Working knowledge of First Nations structure, and of funding opportunities for First Nations emergency planning and management.
- Exceptional, clear and concise communication style both verbally and in writing.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Ability to work effectively and calmly under pressure, both in regards to deadlines and during emergency situations.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Intermediate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint), SharePoint, related databases and the Internet.
- Must possess valid BC Class 5 Drivers License, and be able to obtain a satisfactory Criminal Records check.