

## Job Description

<b>Title:</b>	Emergency Planning Coordinator	<b>Date:</b> Previous:	March 18 <sup>th</sup> , 2026 None
<b>Department:</b>	Infrastructure & Development – Emergency Management	<b>Reports to:</b>	Infrastructure and Development Manager
<b>Status:</b>	Part – Time, 16 hours per week, Monday to Thursday & 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.