



## Simpchw First Nation



### Emergency Coordinator

#### Summary:

The Coordinator will be responsible for overseeing and coordinating emergency response plans and preparedness. The coordinator will report directly to the band administrator and be expected to actively participate in the Emergency Services and Emergency Operations Centre Committees and training. They will assure that the plans coordinate appropriately with local, provincial and federal regulations in the event of an Emergency.

#### The ideal candidate will have:

- Experience in Emergency Management or another applicable field. A combination of education and experience will be considered
- Knowledge of surrounding geographical areas
- Excellent organizational, communication (both written and verbal) and interpersonal skills
- Ability to work independently as well as in a team
- Proven skills to interact effectively with a team in order to direct work flow, assess performance and assign duties
- Efficient Computer skills
- Travel if necessary
- Flexible hours may be required.
- Wages negotiable depending on experience
- Financial experience is an asset
- Follow policy and procedures of Simpchw First Nation

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.

Please submit a resume, cover letter with two references by March 15, 2019 at 4 pm

Attention: Dan Hardy, Administrator  
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