



EMPLOYMENT OPPORTUNITY

Emergency Management Coordinator

JOB OVERVIEW:

Under the guidance and direction of the Band Manager/Director of Emergency (DEM), the Emergency Management Coordinator will assist in the coordination of emergency management plans for Fort McMurray 468 First Nation.

RESPONSIBILITIES:

- Develop, implement, and maintain comprehensive emergency management plans, including response, recovery, and mitigation strategies
- Coordinate the development and maintenance of emergency procedures and policies
- Coordinate communication plans and strategies to ensure community members are informed during an emergency event
- Assist the Band Manager/DEM when responding to an emergency event;
 - Serve as the secondary point of contact for emergency management coordination
 - Assist in the activation of emergency plans, including shelter-in-place, evacuation, and continuity of operations protocols.
 - Assist with logistical tasks, such as, but not limited to, evacuation lists, and vulnerable populations identification;
 - Provide continuous monitoring of emergency events; and
 - Coordinate resources, response teams, and external agencies (e.g., local law enforcement, fire departments, and public health organizations) during emergencies
 - Provide timely updates, documentation and reports to senior management and Chief and Council during emergency events
 - Assist in the coordination of post-emergency recovery efforts, including damage assessments and resource allocation.
 - Assist with funding proposals, finding resources, filing out applications and reporting as required
- Coordinate with the community during the recovery phase to ensure that identified damages are remedied accordingly in a timely manner; this may include repairing, restoring, or rebuilding post-disaster conditions
- Build partnerships with FM468FM partners and stakeholders – including Indigenous Services Canada, the Province of Alberta, local and municipal government representatives, police and fire departments– in a continuous effort to enhance emergency response capacity
- Participate in emergency management and safety awareness discussions with leadership, local staff, community members, and any other parties including coordination of training/workshops.
- Serve as a positive role model within the community, demonstrating professionalism and dedication to emergency management and public safety

REQUIREMENTS:

- 2-3 years of experience in emergency management, public safety, or a related field
- Proven experience in emergency response coordination, incident management, and disaster recovery
- Valid Class 5 driver's license and own reliable transportation
- First Aid/CPR Certification or a willingness to obtain training
- Strong organizational and planning skills, with a demonstrated ability to develop, implement, and update emergency plans and work plans tailored to First Nations communities



FORT McMURRAY 468
FIRST NATION

- Experience in allocating resources such as personnel, equipment, and funding to support emergency response and recovery efforts
- Experience in coordinating activities, monitoring situations, and making timely, informed decisions under pressure
- Excellent written and verbal communication skills, including the ability to provide clear and concise instructions during crisis
- Strong understanding of local and national emergency management systems, policies, and regulations
- Capable of maintaining composure and calmness during an emergency
- The position will be Monday to Friday, but may require non-traditional work hours in the event of an emergency. The candidate will have the ability to be on-call to respond to emergency and disaster-related events.
- This position will be required to relocate or live locally within the Fort McMurray area

This is a three-year contract role with the potential to transition into a permanent position.

HOW TO APPLY

By email: hr@fmfngroup.com

By website: <https://fmfn468.com/careers/>