



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

July 31, 2026

Application Deadline

August 21, 2026, at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-1167

Emergency Management Coordinator

Full Time, Permanent Position

Position Overview

Reporting to the General Manager of Protective Services or designate. The Emergency Management Coordinator will help our communities prepare for, respond to, and recover from emergencies across northeastern BC. The coordinator plays a central role across the PRRD's emergency management program from mitigation and preparedness through response and recovery. Working out of the Dawson Creek Office and EOC building.

Duties

- Prepares various written documents such as incident reports, agendas and meeting minutes.
- Supporting the PRRD Emergency Operations Centre and Emergency Support Services program when activated.
- Establishing and Maintaining relationships with internal, external stakeholders, regional partners, including indigenous governing bodies, member municipalities, and other local authorities.
- Assist in the administration of fire, 911 and emergency services.

Qualifications

The ideal candidate will have (a combination of education and relevant experience will be considered).

- Grade 12 or equivalent, preferably with post-secondary education or training in emergency management, the Incident Command System, fire services, or a related field.
- Working knowledge of the Emergency and Disaster Management Act and its regulations.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office and the ability to quickly learn specialized software.
- Demonstrated ability to work collaboratively and adapt to dynamic situations
- Experience in local or provincial government, Emergency Support Services, or in first responder roles.
- Hold and maintain a valid Class 5 Driver licence.

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. The nature of this work will require occasional overtime for field work and emergency response. The after-probation rate of pay for this union position is \$43.96/hr, plus benefits. Must be able to legally work in Canada.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca



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