



EMERGENCY MANAGEMENT COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

The PRRD is seeking an experienced, dynamic, and driven qualified professional to provide Emergency Management Coordination Services for the Peace River region.

Reporting to the General Manager of Community Services or designate, the Emergency Management Coordinator is responsible for managing many of the PRRD's risk and emergency management programs and supporting emergency responses. The focus of the position is on supporting legislation, or creating policy and framework initiatives, managing projects, and leading key programs including the response planning, training & exercise, and action programs. In this role, you will be responsible for developing and implementing plans, maintaining seasonal readiness, and growing community emergency preparedness, management, and response partnerships.

DUTIES

- Prepares reports, documents details of emergencies, response efforts, and outcomes, including preparing agendas and detailed minutes. Including maintaining accurate records of incidents, including timelines, actions taken, and preparing after-action reports for future reference and improvement.
- Coordinate EOC Training for PRRD staff.
- Drafting Hazard, Risk, Vulnerability Assessments and Emergency Response Plans.
- Write Evacuation Plans.
- Assist in the administration of fire, 911, and emergency services.
- Organize and facilitate emergency exercises with PRRD staff, member municipalities, Indigenous Governing Bodies, and partner organizations; and
- Building partnerships with external stakeholders.
- Establishing relationships with regional partners, including Indigenous Governing Bodies, member municipalities, and other local authorities

QUALIFICATIONS/EXPERIENCE

- A certificate or diploma from a recognized post-secondary institution in emergency management or a related discipline that includes courses in emergency preparedness such as risk assessment and emergency management.
- A minimum of 3 years' directly related experience.
- Experience as an emergency management professional in a local government organization is preferred.
- Experience delivering Emergency Support Services
- Emergency Operations Center training and experience is an asset.
- Experience working within first responder organizations is an asset.

diverse. vast. abundant.

- Experience and knowledge of provincial, and local government legislation and applicable legal principles as well as Statutes and Regulations related to the role, including the BC Emergency & Disaster Management Act is essential.
- Experience in FireSmart is an asset.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position