

Evacuation Assistant Coordinator

Casual	As required in a declared state of emergency
Department:	Protective Services
Hourly Salary:	\$29.15
Reports To:	Evacuation Coordinator

At the Town of Kapuskasing, we believe in living our values through teamwork, accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes integrity, transparency, innovation and community building.

If working for this kind of progressive organization is of interest, you should know that we are currently recruiting for a Casual (As Required) Evacuation Assistant Coordinator to assist in the resolution of Emergency Management activities.

Required skills

Reporting to the Evacuation Coordinator, the Evacuation Assistant Coordinator will be responsible for:

- Establishing and maintaining effective working relationships with individuals in the First Nation Communities and organizations including federal departments, provincial ministries and other relevant agencies.
- Assist in the coordination of emergency evacuation activities for entire First Nation communities under threat of fire, smoke or flood and the resolution of issues pertaining to the evacuation.
- Plan, attend, coordinate and chair meetings scheduled with First Nations, federal/provincial and private sector partners and other clients as required.
- Prepare financial analyses outlining costs and financial implications associated with various requests associated with Emergency Management.

Qualifications

- Knowledge of the theories and principles of management including project management and knowledge of public administration in order to manage Emergency Management issues.
- Knowledge of First Nation's political, organizational and administrative structures.
- Well-developed report writing, communication and interpretive skills in both French and English, in addition of being a competent budget and expenditure manager.
- Knowledge of the provincial and federal agencies involved in emergency management in Ontario.
- Respond to high profile priority issues while meeting short deadlines.
- Prior supervision of professional staff would be as asset.
- Solid team player with experience using Excel, Word, and PowerPoint.
- Position entails some travel and working overtime, evenings and weekends.
- Must have and maintain a Standard First Aid certification.
- Must have a valid Class G Driver's Licence.
- Must possess a grade 12 diploma or equivalent experience.
- Willing to obtain Community Emergency Management Coordinator (CEMC) certification.
- Perform other related duties as assigned.

If this describes your next career progression, please send your resume, including cover letter to:

Corporate Services - Town of Kapuskasing
88 Riverside Dr. P5N 1B3
Fax: 705-337-1741
general@kapuskasing.ca - www.kapuskasing.ca/JobPostings

Competition closes at 4:30 pm on Monday, February 11, 2019.

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