



# Job Posting

Regional District of Central Kootenay  
Nelson, BC

## EMERGENCY PROGRAM COORDINATOR—NELSON

### Full Time, Benefited

This is a significant time in Emergency Management in B.C., with new legislation coming into effect that reflects the changing nature of emergencies and disasters.

Join our team - be part of modernizing the RDCK's Emergency Program to our changing climate.

Reporting to the Manager of Community Sustainability, the Emergency Program Coordinator (EPC) plays a pivotal role in coordinating and overseeing the local Emergency Management Program within the Regional District of Central Kootenay (RDCK), in collaboration with our First Nation, municipal and regional partners.

The primary responsibilities of this position will be leading emergency preparedness, response, and recovery by liaising with outside agencies, external contractors, volunteer organizations, and RDCK staff to ensure implementation and improvement of emergency plans and training. During an emergency, the EPC takes a key role in the Emergency Operations Centre (EOC) across all phases of the event.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Advanced knowledge and experience in Emergency Operations Centres including Incident Command system, reporting, operations, planning, logistics, finance, interagency collaboration and communications
- Considerable knowledge of emergency programs and systems including Emergency Support Services and phases of Emergency Management including Preparedness, Response and Recovery
- Understanding of relevant federal, provincial and local legislation, acts, policy and bylaw and how they apply in a rural regional district context
- Ability to develop and present training and instruction to variety of stakeholders including volunteers, other government officers and the public
- Excellent networking skills with the ability to coordinate groups of workers and volunteers across a wide geographical area
- Strong interpersonal and communication skills
- Ability to remain calm and work professionally in an emergency situation
- Ability to develop and maintain budgets, prepare funding applications and requests for proposals

This position is full time 35 hours per week and will be expected to work an adjusted scheduled outside of regular office hours as per operational needs, including regular weekend and evening work.

### REQUIRED QUALIFICATIONS & EXPERIENCE:

- Diploma in in Emergency Management or a relevant field
- 3 years' experience in emergency preparedness, response and recovery
- Significant EOC experience, including EOC leadership experience
- A combination of education and experience may be considered
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract
- Satisfactory Criminal Record

The normal hourly wage is \$40.60 per hour based but may range from \$38.84 to \$44.13 based on experience.

The full benefits package includes extended health and dental, short & long term disability coverage, life insurance plus 3 weeks paid vacation time to start and enrollment in the Municipal Pension Plan when eligible (as per MPP rules).

This posting along with a detailed job description can be found on our website at [www.rdck/jobs](http://www.rdck/jobs).

To apply please complete our online form that can be found here: [Employment Application](#).

Applications submitted in the form of a resume & cover letter will be accepted **until 9:00 am April 29, 2024**.

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.*

**For more information or to apply contact:**

humanresources@rdck.bc.ca | 250.352.8150

or visit [rdck.ca/jobs](http://rdck.ca/jobs)