



Job Description

Emergency Program Coordinator

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Emergency Program Manager

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Fire and Emergency Management Services

SHIFT / HOURS OF WORK: The standard workweek for this position is 35 hours. The position is also eligible to participate in the RDCK's Earned Day Off (EDO) program, which allows employees to work an extended schedule of 37.5 hours per week in exchange for every third Friday off, subject to operational requirements. Flexibility in scheduling is required from time to time, including availability during evenings, weekends, and holidays, to support community outreach initiatives and respond to emergencies as needed.

CONDITIONS OF WORK: Participation in the RDCK Emergency Operations Centre (EOC) Duty Officer program is a requirement of this position. In the event of an emergency, the incumbent will be required to work in the RDCK EOC, potentially for extended hours and under stressful conditions. Occasional travel and overnight stays are also a requirement of this position.

SUMMARY OF POSITION:

Reporting to the Emergency Program Manager, the Emergency Program Coordinator (EPC) is responsible for leading the coordination and implementation of emergency management activities within the Regional District of Central Kootenay (RDCK). The EPC ensures that emergency mitigation, preparedness, response, and recovery initiatives are developed and delivered in alignment with provincial legislation, regional policy, and best practices in emergency management.

The EPC plays a lead role in the development of emergency plans and community preparedness, coordination of training and exercises, support for Emergency Operations Centre (EOC) readiness, and the facilitation of long-term recovery efforts. The position also involves collaboration with municipalities, First Nations, emergency services, and community partners to strengthen regional resilience.

The EPC may be assigned a portfolio area, such as recovery, Emergency Support Services (ESS), or training, and is expected to cross-train and support colleagues to ensure program sustainability. Building and maintaining respectful, trust-based relationships with Indigenous communities and integrating culturally safe, reconciliation-informed planning are essential aspects of the role.

The role requires a strong foundation in emergency management, a collaborative approach, and the ability to build resilient systems and relationships that can endure and improve through disruption.

TASK DESCRIPTION:

As a member of the Fire and Emergency Management Services team, responsibilities include, but are not limited to:

Mitigation

1. Deliver disaster mitigation programs as required within the RDCK.
2. Coordinate mitigation-based grants throughout their lifecycle.
3. Provide project management and oversight for disaster mitigation projects.

Preparedness

1. Coordinate Emergency Preparedness Committee discussions with emergency response agencies (i.e.: Fire Services, BCWS, BCAS, Health Authority; School District; Utility Companies, Industry, Transportation Agencies, etc.). Prepares agendas, facilitates meetings, and makes recommendations regarding risk management, mitigation, preparedness, response and recovery.
2. Act as single point of contact regionally for the community/jurisdiction emergency program to discuss emergency preparedness, response, and recovery.
3. Support initiatives and attend local events that build community resilience, anticipate cascading impacts, and reduce vulnerability across a range of emergency and disaster scenarios.
4. Establish and maintain updated local resource and contact lists in case of emergency and keep local stakeholders engaged.
5. Collaborate with Emergency Program staff to develop, maintain and regularly review emergency plans to ensure compliance and preparedness.
6. Develop, organize and facilitate training and exercises for RDCK EOC staff
7. Plan and recommend training/exercise requirements for staff serving in EOC
8. Participate in training to maintain and develop their own EOC skills and abilities.
9. Support adoption and training of EOC technology systems that enhance interoperability, redundancy, and response speed, even during outages.

Response

1. During emergency situations, may act as a Field Assessor, an EOC Municipal Liaison, or in a suitable position within the Regional EOC.
2. Participate in the Emergency Operations Centre (EOC) during emergency activations taking on various senior roles, including Director, Deputy Director, Section Chief, etc.
3. Collaborate with the EOC Information officer during public forums and meetings to ensure residents informed of emergency status, recovery efforts and on-going emergency management initiatives.

Recovery

1. Process and submit reports and information to Emergency Program staff and the Provincial Regional EOC, as required.
2. Following EOC Activations:
 - a. Lead recovery plan implementation.
 - b. Complete and distribute the EOC After Action Report.
 - c. Organize public forums and/or meetings to keep residents informed as to the status of recovery efforts and on-going emergency management initiatives; and
 - d. Ensure financial and administrative requirements of the RDCK and EMCR.

Ongoing

1. Anticipate potential emergencies by monitoring current conditions and participating in hazard awareness information sessions provided by related provincial bodies (e.g. Min. of Emergency Management and Climate Readiness, Min. of Forests, Min. of Water, Land and Resource Stewardship, etc.).
2. Maintain roster for EOC positions, ensuring EOC is response-ready 24/7/365.
3. Collaborate with the Emergency Program Team to ensure compliance with the *Emergency and Disaster Management Act* (EDMA), related regulations, and best practices.
4. Provide input to the Emergency Program budget.
5. Under the direction of the Emergency Program Manager, manage multiple emergency preparedness and mitigation projects and related grants throughout their lifecycle - research, planning, application/procurement, budgeting, implementation, and reporting – to ensure organizational and EOC readiness.
6. Serve as the internal lead for a specialized portfolio within the Emergency Program, while ensuring cross-training and knowledge transfer among EPC colleagues to support team-wide redundancy and continuity.
7. Work in partnership with First Nations communities to support culturally appropriate emergency planning, response, and recovery, and.
8. Other duties as assigned.

REQUIRED QUALIFICATIONS

- Degree in Emergency Management, Public Safety, Planning, or a related field;
- Minimum of 3 years' progressive experience in emergency preparedness, response, or recovery, preferably within a local government or regional district setting.
- At least 1 year of experience in a leadership or coordination role during an Emergency Operations Centre activation or within a formal emergency management program.
- An equivalent combination of education and experience may be considered, where it includes a post-secondary certificate or diploma
- Completion of ICS 200 and EOC Essentials training (ICS 300 and additional emergency management coursework an asset).
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract
- Satisfactory Criminal Record Check

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge and experience in Emergency Operations Centres, including ICS principles and EOC role functions.
- Considerable knowledge of emergency programs and systems
- Understanding of relevant federal, provincial and local legislation (e.g. EDMA, Local Government Act), policies, and bylaws, particularly in the context of rural and regional districts
- Demonstrated competency in project management, including scope definition, implementation, evaluation, and reporting.
- Proven ability to manage grants and externally funded projects from planning through procurement, implementation, and financial reporting.
- Ability to work independently while taking a collaborative, consultative approach within a multidisciplinary team.

- Ability to develop and present training and instruction to variety of stakeholders including volunteers, other government officers and the public
- Excellent networking, facilitation, and engagement skills, with the ability to coordinate groups of workers and volunteers across a wide geographical area and jurisdictional boundaries.
- Professional writing and documentation skills for plans, reports, and public communications.
- Ability to delegate effectively, support cross-training, and build program redundancy across team members.
- Strong interpersonal and communication skills.
- Cultural competency and an equity-informed approach to emergency management, including respectful engagement with Indigenous communities and equity-denied populations.
- Ability to remain calm, adaptive, and solutions-oriented in dynamic and high-pressure emergencies.
- Demonstrated conflict resolution and consensus-building skills.
- Ability to develop, monitor, and manage budgets; prepare funding proposals; and issue or evaluate Requests for Proposals (RFPs).
- Proficiency with Microsoft 365 applications (Teams, SharePoint, OneDrive, Forms, Power Automate, Planner) and ability to integrate digital tools into emergency workflows and planning.
- Capacity to learn and apply new technologies, including mapping tools (e.g. GIS), emergency notification platforms, and EOC management software.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date