



Job Posting

Regional District of Central Kootenay
Nelson, BC

EMERGENCY PROGRAM COORDINATOR

Full Time—Benefited

Reporting to the Emergency Program Manager, the Emergency Program Coordinator leads emergency management programs for the Regional District of Central Kootenay, supporting mitigation, preparedness, response, and recovery initiatives.

Key responsibilities include emergency planning, training and exercises, Emergency Operations Centre readiness, and long-term recovery coordination. The role works closely with municipalities, First Nations, emergency services, and community partners to build regional resilience. Strong collaboration skills, emergency management knowledge, and a commitment to culturally safe, reconciliation-informed planning are essential.

REQUIRED KNOWLEDGE, SKILLS & 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, policies, and bylaws, particularly in the context of rural and regional districts
- Demonstrated competency in project management.
- 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 a 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.
- 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.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- 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).

The normal starting hourly wage is \$47.68 per hour but may range from \$45.61 to \$51.83 based on experience with a comprehensive benefits package.

The standard workweek for this position is 35 hours. 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.

This posting along with a detailed job description can be found on our website at rdck.ca/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 May 13, 2026**.

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:

250.352.1515 or visit rdck.ca/jobs