

YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY

EMERGENCY MANAGEMENT COORDINATOR

The Emergency Management Coordinator purpose is to define how to foster collaboration and support to serve the Emergency Management needs of each YTC member Nations meeting the department's mandate to improve resilience to disaster and emergency management and increase the autonomy of four (4) First Nations in all aspects of Emergency Management.

QUALIFICATIONS:

- Post-Secondary Diploma in Disaster and Emergency Management or relevant degree or diploma.
- Requires five years of working experience as a Director of Emergency Management
- Previous experience with First Nations government, an asset
- Excellent communication and interpersonal skills.

SUMMARY OF DUTIES:

Duties include, but are not limited to the following

- Gathering information to formulate strategy to enhance disaster and emergency management in the communities
- Conduct an environmental scan of what disaster and emergency services currently exist within YTC Member Nations
- Review information gathered and identify shortfalls, communication and supports during disaster and/or emergency services for Member Nations
- Experience in collecting and gathering data, then put them into reports
- Provide update and reports to member Chiefs, ISC and YTC
- Engage AEMA, Albert Wildlife, about service availability
- Schedule meetings with Chiefs, Directors of Emergency Management, Housing, Public works and health directors of the member First Nations

WORKING CONDITIONS:

- Extensive travel to the member First Nations
- Work schedule is dictated by YTC and member First Nations, thereby affecting the ability to plan long-range
- Over time maybe required at year-end to complete reports

Salary will be determined according to qualifications and experience.
Salary range: TBD

Please forward a cover letter, current resume and a reference letter to
Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181.

MAIL TO:

ATT: Joy Sandy

3rd Floor 17304-105 Avenue
Edmonton, AB T5S 1G4

*This employment competition closing date **February 7, 2022**, or until position is filled. Only those candidates who fit criteria will be contacted.