



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.sylx.org

EMPLOYMENT OPPORTUNITY

Emergency Management Coordinator. (One-year term)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

The ONA is seeking to fill an Emergency Management Coordinator time limited position, that will work closely with seven communities to strategically develop a Sylx based Nation emergency management service and capacity plan. The position holder will report to the ONA Executive Coordinator and will ensure continuous information sharing and liaison that will include the First Nation Health Council and other BC and Federal Emergency Services partners.

The scope of this position includes the development of emergency management plans and strategies in preparation of wildfire, flooding and other adverse community impacts.

KEY DUTIES AND RESPONSIBILITIES

- Facilitate and coordinate the development of Nation based Collaborative Emergency Management Agreements.
- Liaise with government, emergency services and media; develop and implements, in collaboration with ONA Communications, a communications plan.
- Establish, develop and maintain relationships with the Municipal & Regional District Emergency Management sector, external agencies, as well as Provincial entities.
- Capacity building and community development – work with ONA and community education and employment coordinators to schedule and register community members and contractors for emergency management related employment opportunities (including but not exclusively fire-fighting employment opportunities).
- Community Education – lead initiatives that address personal and community emergency preparedness.
- Facilitate and coordinate the development of Community Wildfire Protection (CWP) Plans – including forest fuel management projects on and off reserve (in collaboration with appropriate Natural Resources personnel).
- Coordinate and development of the Emergency Response planning at the Nation level that supports communities during emergencies;
- Undertake Emergency Plan development, implementation and revisions, including coordinating community emergency teams and developing and leading emergency exercises.
- Determine volunteer/employee training needs as necessary, develop and implement a training and exercise plan.

- In collaboration with ONA Managers and external partners, develop proposals to seek funding for emergency preparedness, mitigation, and recovery, forest fuel management and education. Manage any subsequent funds as assigned.
- Participate in the evaluation of the Emergency Preparedness Plan and its implementation, developing recommendations and overseeing action as appropriate to the position.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A Bachelor's degree with at least 5 years work experience in emergency response, disaster planning or public administration.
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response)
- Experience coordinating large and numerous emergency planning and response initiatives.
- Well-developed conflict resolution, interpersonal, advocacy skills and experience in group processes and facilitation techniques.
- Knowledge of the Okanagan Nation and member communities would be beneficial.
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook)
- Ability to build effective working relationships with First Nations communities and partners
- Hold a valid BC Driver's License and have access to a reliable vehicle
- Ability to pass a criminal record check
- Willingness to travel throughout the Nation, sometimes including remote locations.
- Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice.
- Aboriginal ancestry preferred.

Hours: Full time, 40 hours per week. One-year term.

Application procedures: Interested candidates are invited to send a current resumé and covering letter to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email: dleroux@syilx.org Fax: (250) 707-0166

COMPETITION OPEN UNTIL FILLED

Thank you for your interest. No phone calls please. Only those short-listed will be contacted.