

Employment Opportunity

EMERGENCY PROGRAM COORDINATOR

CRANBROOK, B.C.

Under the supervision of the Protective Services Manager, the Emergency Program Coordinator is instrumental to the Emergency Management Program through coordination of emergency planning programs, training programs and initiatives and ensuring operational readiness of the Emergency Operations Centre and site support functions. This position is based out of the Cranbrook Office.

Qualifications and experience include:

- Emergency Management Degree.
- Three years Emergency Management experience.
- Valid Driver's license.

Key Skills and Abilities:

- Effectively deal with emergency situations.
- Engage with fellow employees, the public and outside agencies in a courteous manner.
- Establish and maintain effective working relationships.
- Organize and prioritize contractors and volunteers.
- Prepare clear and concise reports.
- Professional competence in the development and administration of emergency management programs.
- Work safely.
- Knowledge of RDEK records management system.

This is a permanent, full-time (35 hours per week) Union position with a salary of \$43.43/hour with an increase to \$45.59/hour after a successful 6-month probationary period as well as a comprehensive benefits package and provision for on-call pay.

Qualified individuals interested in this opportunity are invited to forward a cover letter and resume including references, in confidence, prior to **Monday, March 18th, 2024 at 12:30pm** to:

Ashley Grobell, Human Resources Manager
Email: hr@rdek.bc.ca (MS Word format or PDF)
Please quote: Competition# 2024-10

Information on our organization and copy of complete job description is available on the RDEK website (www.rdek.bc.ca/careers). We thank all candidates for their interest, however, only those selected for interviews will be contacted.