



## Secwepemc Health Caucus Emergency Planning Coordinator Internal / External Posting



The Secwepemc Health Caucus (SHC) is looking for a dynamic individual for the position of Emergency Planning Coordinator. The Coordinator is responsible for the improvement of community safety and security by developing programming that addresses four areas of emergency management. This individual will also provide high-level project coordination, and the development of culturally safe and sustainable disaster response/recovery resources. The Coordinator will work in a matrix environment, which requires strong and effective working relationships with colleagues, superiors, communities, and health service partners and other organizations. The Coordinator is accountable to the Secwepemc Health Caucus through the direct professional supervision and support provided by the Nation Health Manager. This position is a full-time term position ending March 31, 2022, with potential for extension contingent on funding.

### Relevant Knowledge and Abilities

- Ability to take initiative, problem solve, and make decisions within job scope
- Good understanding of processes, policies and procedures required to support an organization
- Understanding, development and implementation of strategic plans for emergency response
- Experience in negotiating and navigating jurisdictional relationships and complexities for leadership
- Reporting structures and understanding budget intricacy's, to ensure budgets and reports align with community needs
- Understanding of community complex planning implementation, and evaluation needs that support long-term Nation planning (e.g. acylation)
- Ability to write detailed, structured reports
- Ability to identify needs and pathways of communications

### Requirements and Qualifications:

- Emergency Preparedness related certificate, diploma or degree
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response)
- Minimum of 3 years' experience in an office environment, or equivalent combination of education, training and experience
- Experience managing diverse perspectives and objectives to effectively develop mutually beneficial outcomes
- Proficient in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook)
- Able to build working relationships and liaise with First Nations communities and partners
- Knowledge of Secwepemc Nation culture, customs and protocols an asset
- Hold a valid BC Driver's License and have access to a reliable vehicle

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **SHC EPC** in the email subject line, by email to [shcadmin@secwepemchealth.ca](mailto:shcadmin@secwepemchealth.ca) by **June 4, 2021**. The SHC thanks all applicants for their interest, however only those selected for an interview will be contacted.