

	JOB POSTING
	<p>Emergency Program Coordinator Department: Lands, Infrastructure and Planning Reports to: Director, Lands, Infrastructure and Planning</p>

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview:

The Emergency Program Coordinator supports and strengthens the Nation's emergency management program through planning, coordination, preparedness, community engagement, and capacity-building. This position works closely with leadership, staff, and external partners to help build community resilience and improve emergency response capacity.

The role also supports funding applications, grant writing, and partnership development to expand emergency management services and related programming.

Responsibilities

- Support the development, review, and maintenance of emergency preparedness, response, and recovery plans.
- Assist with Emergency Operations Centre readiness, coordination, and activation as needed.
- Coordinate with Nation departments, leadership, and external agencies to support emergency planning and response.
- Support community preparedness initiatives, public education, and outreach activities.
- Help organize and participate in emergency training, exercises, and preparedness meetings.
- Identify and pursue funding opportunities to support and expand emergency management programs.
- Support grant writing, program development, reporting, and related funding requirements.
- Build and maintain partnerships that strengthen community emergency capacity.
- Maintain emergency supplies, equipment lists, contact lists, and other program records.

Qualifications:

- Strong communication, organization, and relationship-building skills.
- Ability to work well with community members, leadership, staff, and external partners.
- Experience in emergency management, program coordination, public administration, or a related field is an asset.
- Knowledge of emergency preparedness, response, and recovery is preferred.

- Experience with grant writing, reporting, or funding applications is an asset.
- Proficient with Microsoft Office and general computer systems.
- Valid Class 5 driver's licence and access to reliable transportation.

Training and Development

- Emergency management training is preferred but not required.
- On-the-job training will be provided and supported.
- Additional training opportunities may be available to help the successful candidate build skills in emergency management, EOC operations, incident command, and emergency preparedness.

This role requires strong professional judgment, along with excellent organizational and computer skills. Knowledge of emergency preparedness and response, First Nation governance and community processes, program administration, and funding support is considered an asset. The incumbent must be able to take initiative, coordinate multiple priorities, and work effectively with leadership, staff, community members, and external partners.

This position is nominally scheduled to work Monday to Friday 8:30am – 4:30pm with a 1-hr unpaid lunch break, but will often require flexibility and additional time to deliver its supportive mandate. Works independently and collaboratively inclusive of regular supervision.

Job Type: Full-time, temporary position (2-year contract with potential for extension based on funding)

Hourly Wage: \$30.22 – 35.71

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

If you are interested in applying for this role, please submit your resume and cover letter to careers@wewaikai.com.

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.