



Job Opportunity Union of Nova Scotia Mi'kmaq (UNSM)

UNSM Emergency Management Coordinator Location: Membertou (Head-office)

Reporting to the Director of Capacity Development, the UNSM Emergency Management Coordinator works closely with UNSM member communities (Eskasoni, Membertou, Potlotek, Wagmatcook and We'koqma'q) to coordinate and support comprehensive emergency management (EM) and crisis response activities.

Roles & Responsibilities:

- Coordination/Organization/Communication:
 - The coordinator will be the EM subject matter expert and will fulfill an advisory function to UNSM,
 - Establish relationships with UNSM member communities through ongoing community engagements, and
 - Coordinate crises response and briefings including coordinating community leaders during a crisis.
- Update EM plans (All Hazards, Pandemic, Health Emergency, etc.) into an integrated Community Emergency Management Plan
- Undertake threat, risk, vulnerability assessments (TRVA) and make mitigation recommendations:
 - Including performing ongoing environmental scans and TRVAs for food security/safety, warming shelters, back-up generators, demographics (vulnerable population)
- Build partnerships with federal, provincial, municipal and NGOs (e.g., Red Cross)
- Enhance community EM capacity in Emergency Management Planning and host training sessions such as Incident Command System 100, 200, 300 and Emergency Response
- Establish a UNSM/member community Emergency Management Structure such as Emergency Operation Centres and communications/briefing protocols

Educational and Training Requirements:

- Completion of formal training or qualifications in emergency management, i.e., Emergency Operations Centre, Incident Command System or other related courses
- Bachelor's degree or diploma in related field (Arts, Business, Science, Environmental Science or Emergency Management) is preferred

Note: The UNSM may consider candidates that initially may not have all the experience and knowledge requirements. In that case, training and development opportunities will be identified for the candidate's long-term success.

Disclaimer:

The Union of Nova Scotia Mi'kmaq reserves the right to refuse any and all applications for employment at any time during the hiring process.

Experience & Skills:

- Emergency planning, preparedness and response to emergency events, i.e., natural disasters, pandemics, severe weather events and crisis response
- Providing advice and recommendations to senior leadership on emergency management activities/issues impacting community infrastructure and health
- Developing integrated emergency management plans taking into account the needs of the community as well as tabletop exercises, facilitating incident debriefings (“hotwash”) and preparing Situation Reports
- Developing educational resources and guidelines for use by UNSM communities to promote best practices and to prevent and/or manage emergency events
- Knowledge of Emergency Management principals, Emergency Operations Centre and/or Incident Command System 100, 200, 300
- Knowledge of theories, practices and principles related to emergency management planning, preparedness and response activities
- Ability to prioritize, organize and self-manage
- Ability to analyze information, make appropriate recommendations, provide advice to First Nation communities in preparation of and during an emergency event/crisis, i.e., natural disaster, severe weather, health-related events
- Ability to maintain composure and be a calming influence
- Ability to work with various levels of government, First Nations communities and other key partners in emergency management preparedness and response
- Ability to use and highly proficient with Email, Microsoft Office (Word, PowerPoint, Excel)
- Ability to communicate effectively orally and in writing
- Knowledge of Indigenous and/or Mi’kmaq communities/organizations an asset
- Ability to speak and/or understand the Mi’kmaq language an asset

Operational Requirements:

- Valid driver’s license and automobile insurance required
- Travel and access to a reliable vehicle required

Pay Range: Salary based on credentials and experience

Closing Date for Applications: FRIDAY, MARCH 27, 2020 @ 12:00 PM (NOON).

LATE APPLICATIONS WILL NOT BE ACCEPTED.

To submit application: Email [resume and cover letter](#) to
Rachel Paul-Coles at rpaul@unsm.org

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSM hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

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