



Xeni Gwet'in First Nations Government

PO Box 98, 3052 Nemiah Valley Rd
Nemiah Valley BC, V0L 1X0

Job Title: Emergency Program Coordinator

Type: Full-Time, 1 year Contract

Salary range: \$20-\$25/hour starting

Posting Date: Monday April 15, 2024

Overall Responsibilities:

The Emergency Program Coordinator reports directly to the First Nations' Administrator (FNA) for day-to-day operations; has the following overall responsibilities to the Xeni Gwet'in First Nation Government (XGFNG):

- Provide coordination and support to community in the development, implementation and monitoring of emergency management programs: emergency operations centre (EOC), structural fire and First Response
- Responsible for updating community emergency management plans and checklists
- Provide advice, options, and recommendations to Chief & Council and Management regarding response to potential and declared emergencies
- Maintain relationships with our emergency partners

Specific Duties and Responsibilities:

- Update the community's emergency management plan(s) with the aid of Red Cross and TNG
- Coordinate emergency management training, including appropriate exercises to prepare community
- Coordinate the development and training for First Response and Structural Fire programs
- Support with local emergencies in coordination with EOC director, help with set-up and maintenance of the Emergency Operations Centre
- Create strategic relationships with all stakeholders who may be involved in an emergency, such as government agencies, community groups, employees, volunteers and private organizations

Experience/ Skills Required:

- 2 to 3 years of relevant experience and/or willing to train
- Experience working with First Nations
- Knowledge of emergency management, including processes, policies and laws (or willing to train)
- Effective written and oral communication skills
- Ability to develop positive relationships with different stakeholders
- Strong computer skills (MS Office)



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- Able to work under minimal supervision in stressful situations and make decisions
- Strong office and project management skills
- Chilcotin language and know the values of the nation or seek the resources as needed
- Maintaining superb recording and reporting records

Education / Skills Required:

- Emergency management certificate/or greater, or minimum Grade 12 Highschool Diploma

Personal Suitability:

- Drivers License/abstract
- Criminal Record
- Effective interpersonal relationships
- Willingness to learn continuously
- Mindful and being respectful of people's way of life

Apply Now: Please submit a copy of your resume by **Thursday, April 25th by 3:00pm** to Samantha Green
Samantha.green@xeni-gwetin.ca