



Competition No. 22-34E

## Emergency Program Coordinator (Exempt) (Regular, Full-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen (RDOS) covers an area over 10,400 km<sup>2</sup> and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes.

The RDOS is currently recruiting a regular, full-time Emergency Program Coordinator to join our team. Reporting to the Manager of Emergency Services, the incumbent will provide coordination of planning and evaluation of the Regional Emergency Management Program in accordance with applicable plans, bylaws, regulations and policies.

### QUALIFICATIONS:

- A two (2) year diploma from a recognized post-secondary institution in emergency management, supplemented by courses in emergency preparedness including risk assessment and emergency management.
- Minimum of three (3) years directly related experience including serving as an emergency management professional, preferably with some time in a local government setting.
- Thorough knowledge of the BC Emergency Management and Incident Command Systems, and the roles and responsibilities of the local authority under the *BC Emergency Program Act*.
- Team leader/ project manager experience in developing and delivering comprehensive training packages, including evaluation mechanisms.
- Strong interpersonal, leadership and conflict resolution skills with the ability to maintain a volunteer program (e.g. Emergency Support Services). Critical Incident Stress Debriefing training would be an asset.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel) including the ability to effectively utilize a range of software used in Regional District operations, as well as effective online researching capabilities.
- Ability to quickly respond to emergencies (on-call duty officer), work various shifts to meet operational requirements, including extended hours under stressful conditions, particularly during emergency situations.
- Standard First Aid.
- Ability to pass and maintain a criminal record check.
- Valid B.C. Driver's Licence.

This is an excluded position within the organization offering a competitive salary and attractive benefits package. For more information on the RDOS, visit <http://www.rdos.bc.ca>.

If you are a qualified candidate looking for an exciting opportunity, please submit your application quoting **Competition No. 22-34E** by 4:00 p.m. on **Wednesday, June 22, 2022** to:

Human Resources Department

Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted. This position is only open to those legally entitled to work in Canada.*