



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Emergency Coordination Manager
Category: Term Contract until August 31, 2025
Salary: Negotiable
Location: GCT#3 Territorial Planning Unit Office, Kenora, ON
Closing Date: Open until filled

Job Overview:

Reporting to the TPU Director, the Emergency Coordination Manager will work to improve community safety and security by addressing the following four areas:

- **Mitigation and Prevention:** Involves activities which reduce or eliminate the effects of an emergency or disaster.
- **Preparedness:** Actions taken prior to an emergency or disaster to ensure an effective response. This includes community education, emergency information, training, preparing plans, operation centres and communication systems.
- **Response:** Involves actions taken to respond to an emergency.
- **Recovery:** Includes the activities required to return the community to its pre-emergency state.

The Emergency Coordination Manager will provide high-level project coordination, and the development of culturally safe and sustainable disaster response/recovery resources.

This position works in a matrix environment, which requires a strong, and effective working relationships with colleagues, superiors, communities, and health service partners and organizations.

Responsibilities:

- Lead and administer the Emergency Management Team at GCT3
- Facilitate and coordinate development of Nation based Collaborative Emergency Management Agreements;
- Develop and lead infrastructure development for the establishment of evacuation and emergency headquarters;
- Liaise with government, emergency services and (provincial /federal);
- Establish, develop and maintain relationships with the Municipal & Regional District Emergency Management sector, external agencies, as well as Provincial entities (PEOC);
- Capacity building and community development – work with education and employment coordinator to schedule and register community members and contractors for emergency management related employment opportunities. Fire-fighting employment opportunities;
- Community Education – Personal and community emergency preparedness;

- Facilitate and coordinate development of Community Wildfire Protection Plan and the development of Fire Smart Communities within Treaty#3.
- Emergency response planning at the Nation level that supports communities during emergencies;
- Emergency Plan development, implementation and revisions, including coordinating community emergency teams and developing and leading emergency exercises;
- Manage emergency preparedness, response and capacity;
- Determine volunteer/employee training needs as necessary and develop, implement, and monitor a training and exercise plan;
- Write reports to seek funding for emergency preparedness, mitigation, and recovery, forest fuel management and education.
- Work alongside TPU staff and managers to support the overall implementation of the TPU strategic plan
- Other Duties as assigned

Education and Experience:

- 2-3 years of Emergency Management experience will be considered an asset
- Related degree/diploma/certificate will be considered an asset
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response)
- Knowledge of local communities and Nation
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook)
- Able to build working relationships with First Nations communities and partners
- Hold a valid Ontario Driver's License and have access to a reliable vehicle

Working Conditions:

- Travel throughout the Nation, sometimes including remote locations
- Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice
- Standard office hours are Monday to Friday 9am-4:30pm

Please send cover letter, resume, and contact information for (3) references to the attention of:

Human Resources Department
 Grand Council Treaty #3
 P.O. Box 1720, Kenora, Ontario P9N 3X7
 Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted.