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Assembly of Manitoba Chiefs Job Opportunity

EMERGENCY MANAGEMENT SERVICES ENGAGEMENT COORDINATOR

Under the direction and supervision of the Executive Director of the Assembly of Manitoba Chiefs, the Emergency Management Services Engagement Coordinator will be playing a critical role in the Regional Emergency Management Engagement Process with the 63 First Nations in Manitoba with the goal of improving all four phases of emergency management (preparedness, response, recovery and mitigation) to emergencies and disasters that impact multiple jurisdictions across province.

The position will provide assistance in the coordination of multiple, community based engagement sessions in First Nation communities and information will be used to ultimately improve efficiency and effectiveness of emergency management plans, programs, systems and technologies. This position will require travel to each of the First Nations in Manitoba.

RESPONSIBILITIES:

- Provides assistance in the coordination of multiple community based engagement sessions related to enhancing integrated regional planning and emergency management plans, programs, systems and technologies within the province of Manitoba.
- Tracks timelines and ensures deliverables are met according to project plans and reports out on the project status.
- Identifies existing gaps within the integrated planning and emergency response and recovery programs, systems and technologies and formulates recommendations and strategies.
- Establishes and continually reviews implementation strategies to address long term issues and opportunities; conducts post-evaluation reviews and documents findings for future reference.
- Provides guidance and direction to community based project teams.
- Collaborates with subject matter experts to ensure local, regional and provincial integration of plans and incorporate current developments in emergency management methodologies, programs, systems and technologies.
- Provides assistance and/or facilitates stakeholder consultation sessions to develop plans in support of project goals and objectives.
- Drafts a variety of documents, project reports and presentations for AMC Chiefs in Assembly on status of engagement work.
- Represents AMC on regional/provincial committees and work groups with responsibility for the development and maintenance of regional/provincial plans and programs.
- Follows all policies, procedures and standards of the AMC.
- Performs other related duties as required.

QUALIFICATIONS:

- Degree in Emergency Management or in a related discipline and 5 years of experience in the field of emergency management, or an equivalent combination of education and experience.
- Excellent communication (verbal and written), interpersonal and facilitation skills are required.
- Knowledge of emergency management, including Manitoba EMS and applicable legislation, at all levels of government including local, provincial and federal.

- Ability to conduct research using standard research methodologies and tools.
- Ability to conduct needs assessments to help identify and prioritize new regional emergency management projects
- Knowledge of the geographic region.
- Knowledge of local, regional and provincial government emergency management programs and current issues.
- Experience in managing multiple projects or leading a component (e.g. sub-project) of a major project.
- Experience managing relationships with senior level stakeholders and leading consultation sessions
- Experience organizing, developing, facilitating and leading workshops and emergency exercises.
- Experience preparing contracts and directing the work of others.
- Knowledge of First Nations culture, history, treaty and inherent rights.
- Knowledge of First Nations issues in the area of education, health, child welfare, and Jordan's Principle.
- Demonstrated ability to provide analytical supports while managing multiple projects and deadlines.
- Excellent presentation skills and excellent writing and communication skills.
- Proficiency in the use of computers and relevant information technology.
- Must be able to travel.
- Must possess a valid Manitoba Driver's License.

Closing date for applications: 4:30 p.m. Wednesday, January 16, 2019.

Please submit a cover letter identifying your qualifications with a resume and 2 letters of reference from a previous employer to the attention of:

Melanie Everette, Employee Relations
Assembly of Manitoba Chiefs
2nd Floor, 275 Portage Avenue
Winnipeg, MB R3B 2B3
Fax: 204.943.2369 Email: meverette@manitobachiefs.com

We thank all who apply and advise that only those selected for further consideration will be contacted and required to provide 2 letters of reference from a previous employer; preference will be given to a qualified First Nation candidate.