



Project Coordinator
Planning and Preparedness, St'at'imc Territory
Status: Temporary Full-Time (Aug 2016 to March 2017) – Pending Funding
Classification: CDI 1
Location: Lower Mainland, BC

In partnership with St'at'imc Government Services, the Canadian Red Cross Society, a non-profit, humanitarian organization dedicated to helping Canadians, as well as the most vulnerable throughout the world, is seeking a Project Coordinator, Planning and Preparedness, St'at'imc Territory. Reporting to the Manager, Northern and Aboriginal Engagement BC &YT, the Project Coordinator will support community engagement, develop or enhance community emergency plans and recruit and train community based emergency preparedness facilitators in the St'at'imc territory.

Key Responsibilities

- Establishes, enhances and maintains new and existing relationships with the leadership of St'at'imc Government Services (SGS), participating communities and external partners such as municipalities, Regional Districts and industry partners such as BC Hydro, CN Rail, First Nations Health Authority, and Emergency Management BC in the development and / or enhancement of community emergency plans.
- Hosts community network meetings and generates opportunities that will enable partners to share resources and enhance emergency plans, discuss communication infrastructure, enables access to advanced first aid and mental health supports including Critical Incident Stress debriefing (CISD).
- Develops or enhances response plans in coordination with SGS and participating communities.
- Works with Red Cross Public Affairs and SGS to adapt existing Red Cross emergency preparedness materials to ensure materials are reflective of the St'at'imc territory needs and culture.
- In partnership with participating communities and SGS, recruits, and coordinates the training of community based emergency preparedness volunteer facilitators.
- In conjunction with community based volunteers, coordinates and co-facilitates the delivery of community based emergency preparedness workshops.
- In keeping with local information sharing agreements and OCAP (Ownership, Control, Access and Protection) principles, completes a final written report that outlines project findings and recommendations. Outcomes and recommendations will be presented to the St'at'imc Government Services Board and Red Cross personnel.

Qualifications

The minimum qualifications for this position are the completion of a post secondary degree from a recognized institution, with a concentration in First Nations Studies or Emergency Management (or a related field), and a minimum of three years of job related work experience, including successful project planning, developing and enhancing emergency plans, or an equivalent combination of education and experience.

Knowledge:

- Sound understanding and knowledge of First Nation culture, traditions, beliefs and protocols

Abilities and Skills:

- Strong written and verbal communication skills in English
- Demonstrated skill in developing positive external relationships, securing key partnerships and working in collaboration with First Nation communities and/or agencies to achieve shared goals
- Demonstrated skill in teaching, workshop facilitation and chairing meetings
- Ability to work independently with minimal supervision
- Office automation skills in particular MS Office Suite
- Valid provincial Class 5 driver's licence
- Current First Aid certification or willingness to complete training

Assets:

- Sound understanding and knowledge of St'at'imc culture, traditions, beliefs and protocols
- Knowledge of disaster management process and legislation related to First Nations

Working Conditions

- 35-hour work week, normally Monday to Friday.
- Extensive travel to St'at'imc First Nation communities during winter months. This is considered "difficult" travelling conditions and will include driving in snow and winter conditions.
- Occasional requirement to work overtime hours, often with short notice

This position requires a successful Canadian criminal record check, a vulnerable sector check and a satisfactory driver's abstract.

Applications

Interested parties may submit their cover letter and resume by quoting competition #16-0715-A by **July 25, 2016** to:

The Canadian Red Cross Society
Attn: Becky Row
Manager, Northern and Aboriginal Engagement, BC & YT
Email: becky.row@redcross.ca

The Canadian Red Cross Society is an equal opportunity employer. While we appreciate all responses, only candidates under consideration will be contacted. Please note that relocation funding is not available for this position.