

EMPLOYMENT OPPORTUNITY IN EMERGENCY MANAGEMENT Competition # 2017-03

The First Nations' Emergency Services Society of British Columbia (FNESS) is a charitable not-for-profit organization, under the governance of a First Nations Board of Directors and assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs and services based upon prevention include Fire Training, Education and Awareness, Emergency Management, and Forest Fuel Management. The goals of a self-sustaining and resilient First Nations community must keep *safety* as a priority, as we support the development of community and professional capacity.

FNESS is expanding with exciting new initiatives and our team is looking for talented individuals passionate about making a difference for communities and empowering others across the province. **Do you have an Emergency Management background OR are looking to further your career and experiences in Emergency Management?**

FNESS is currently inviting applications/resumes for Casual–On call support(s) for the EMERGENCY MANAGEMENT (EM) Department.

Reporting to the EM Manager, these EM position(s) can be based in the FNESS Kamloops or North Vancouver Office(s) (preferred), but working remotely for the right candidate(s) can also work well. The position(s) may involve travel, extensive at times, along with a hands-on approach with duties in the office. The position(s) also plays an exciting role in advising the EM management team. These position(s), in accordance with the Mission Statement and Guiding Strategic principles of FNESS, are responsible for providing support for the planning, promotion, delivery, administration, and community relations.

Duties and responsibilities of the position include, but are not limited to:

- Provide support to the Emergency Management (EM) staff in meeting the goals, objectives and deliverables of the EM Department;
- Assist with file organization, financial tracking, invoicing, budget monitoring and assisting staff (and oneself) with travel and meeting logistics;
- Provide mentorship to communities, liaising with external Agencies as requested; and
- Participate in working groups, advisory committees, conferences and workshops.

Applicants for this position should possess the following competencies:

- Background, education and experience working with diverse Indigenous communities and Service Organizations is beneficial;
- Information and data management, collection, organizing and synthesis of data;
- Ability to use software applications and related data systems in the course of normal work duties;
- Effective project administration skills – detail oriented, complete tasks according to a schedule; and
- Physically capable to participate in field work.

Preferred qualifications:

- Post-Secondary training in Emergency Management (or related relevancy); or
- Equivalent combination of community and field experience and training.



We are looking for the right fit to support the EM Department. The successful candidate must possess a valid BC driver's license, clear current criminal record check and will be required to supply a current driver's abstract. Wage dependent on education and experience in the field.

Preference may be given to individuals who self-identify as being of Indigenous ancestry.

Position may remain open until a successful candidate is found to join the team.

Please forward a current resume and cover letter to:

Brent Langlois
FNESS Executive Director

First Nations' Emergency Services Society of BC
102-70 Orwell Street
North Vancouver, BC V7J 3R5
Email: HR@fness.bc.ca
Or, Fax (604) 669-9832