

# EMERGENCY MANAGEMENT ASSISTANT

PART-TIME (21 HOURS/WEEK)

Competition #2022-46

July 29, 2022



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The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting opportunity for a detailed-oriented, independent individual to fill the position of Emergency Management Assistant. Under the direction of the Manager of Emergency Management, you will be responsible for assisting and supporting the development and implementation of emergency plans, evacuee support services and other preparedness, response, and recovery measures for emergencies and disasters within the Fraser Valley Regional District.

In an emergency, you will work extended hours in the FVRD Emergency Operations Centre or in the field to support staff, volunteers, and other agencies. The incumbent will also be responsible for monitoring the after-hours phone to receive and act on calls for the Emergency Operations Centre or Evacuee Support Services in conjunction with the Manager of Emergency Management.

We offer a positive work environment and are committed to supporting training and professional development opportunities for our staff. If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, consider coming to work with us.

The ideal candidate will have:

- » Post-secondary courses/training in Emergency Management, Business Administration, or Local Government Administration plus several years' experience in an administrative position in local government or an equivalent combination of education and experience
- » General knowledge of local government and emergency management
- » Excellent computer skills, with a high level of proficiency with Microsoft Office Suite and the ability to learn new software quickly
- » Excellent written communication skills and the ability to write clearly and concisely
- » Excellent verbal and public relations skills, with the ability to express thoughts and ideas clearly to groups and deal effectively with public officials, the public, volunteers, external agencies and all levels of staff
- » Ability to work independently, exercise good judgement, and effectively handle conflicting priorities
- » Demonstrated ability to establish and maintain effective working relationships within and outside the organization
- » Excellent organization skills with the ability to multi-task and problem solve
- » Experience with Emergency Management

The salary for this part-time exempt position is commensurate with experience plus 16% in lieu of benefits.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter indicating how you meet the qualifications. Quote **Competition #2022-46 and send in confidence by 4:30 pm on August 26, 2022, to [jobs@fvrd.ca](mailto:jobs@fvrd.ca)**.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*