

# EMERGENCY MANAGEMENT SPECIALIST

(FULL-TIME)

Competition #2023-24

May 4, 2023



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 and challenging opportunity for an energetic and self-motivated individual to fill the position of Emergency Management Specialist. Reporting to the Manager of Emergency Management, a typical week at the FVRD could see you assisting in the development of the Emergency Support Services (ESS) work plan and training program, the Electoral Area community preparedness and awareness program, the staff Emergency Operations Centre (EOC) training program, and the Business Continuity Plan (BCP). In addition you will assist with on call emergency coverage for the Emergency Services Department, which includes support and /EOC activation; and Electoral Area Fire Department support as required. Working in a fast paced dynamic and changing environment your strong analytical and problem solving skills will be an asset.

We offer a positive work environment and are committed to supporting training and professional development 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 possess:

- » Post-secondary education in courses/training in Emergency Management; Business Administration; or Local Government Administration is desirable 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 which include ability to write clear, concise reports
- » Excellent verbal and public relation 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 would be an asset

The salary for this full-time exempt position is commensurate with experience and is supplemented by a comprehensive and competitive benefits package.

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 #2023-24 and send in confidence by 4:30 p.m. on June 1, 2023 to [jobs@fvrd.ca](mailto:jobs@fvrd.ca).**

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