

RM OF WOODLANDS



EMERGENCY COORDINATOR

The Rural Municipality of Woodlands are seeking an Emergency Coordinator to provide emergency management services.

The Emergency Coordinator will be responsible for

- Preparation, maintenance, and testing of the regional Emergency Plan
- Coordinating the response to emergencies in the region
- Attracting, managing, training and motivating volunteers

The job will require a time commitment during normal times of an average of between three and seven hours per week. During emergencies the Emergency Coordinator must be available for full workdays, including overtime, for as long as is required.

The Emergency Coordinator will hold a contract position reporting to the Chief Administrative Officer. There will be an initial probationary period of six months, following the successful completion of which a contract may be offered.

The successful applicant must have good knowledge of the Manitoba community emergency preparedness program. He or she must have a demonstrated ability to manage volunteers; to provide training to volunteers, staff and members of council; to maintain the Emergency Plan; and to coordinate emergency response within the Emergency Management region. Training in emergency response management is an asset. A basic level of ability with Microsoft Office is essential. A valid driver's license and access to a vehicle is essential.

Please include 3-5 references with your resume including contact information and relevance.

Resumes, references, and salary expectations addressed to the undersigned will be received by mail, fax, email or in person until 12:00 P.M. on August 8, 2017.

We thank all applicants for their interest in this position. We will contact only those selected for an interview.

Chief Administrative Officer
Rural Municipality of Woodlands

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