



## EMPLOYMENT OPPORTUNITY

**Position Title:** Emergency Management Coordinator  
**Location:** 32 MicMac Road, Eel Ground, New Brunswick, E1V 4B1  
**Anticipated Start Date:** Mid-June  
**Application Deadline:** 4:00 p.m. (Atlantic), Friday, May 16, 2025

### **NSMTC Member Communities:**

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtojig (Buctouche), Amlamgog (Fort Folly).

### **Position Overview:**

The Emergency Management Coordinator (EMC) will coordinate and administer emergency management activities for NSMTC member communities as they relate to capacity enhancement, emergency preparedness, crisis response, community engagement, training, and knowledge mobilization. The EMC will be responsible for enhancing emergency preparedness links between emergency response agencies, government departments, non-governmental agencies, and municipalities within the geographical areas of NSMTC's member communities.

### **Key Responsibilities:**

- Assist the EM Program Manager with development, implementation, and maintenance of NSMTC's emergency management plan, procedures, guidelines, and processes.
- Support member communities in developing and updating community emergency management and crisis response plans.
- Provide coordination and advice to Chiefs, Councils, and community staff during emergency/crisis events.
- Help establish mutual aid agreements with municipalities, government departments, NGOs, suppliers, and contractors.
- Coordinate and deliver emergency management, crisis response, and first responder training for member communities and NSMTC staff.
- Plan and facilitate tabletop exercises and post-event hotwashes.
- Develop and maintain registries/databases for training, certifications, and emergency management equipment.
- Work with the Program Manager to create annual work and training plans.
- Conduct risk vulnerability assessments and environmental scans of member communities' emergency management capacities.
- Collaborate with communities to identify gaps and strengthen preparedness.
- Build partnerships with federal, provincial, and municipal EMO partners, NGOs (e.g., Red Cross, Salvation Army), and other First Nation organizations.
- Represent NSMTC on regional emergency management committees and engage with Tribal Councils and First Nations across Atlantic Canada to share best practices.
- Prepare and support proposals and funding applications for both NSMTC and member communities.
- Assist with the development of emergency management documents (policies, guidelines, procedures) in line with provincial and federal standards.
- Adapt to and utilize software tools used by NSMTC.



- Carry out other duties as assigned by the Program Manager or Director to support organizational objectives.

#### **Qualifications & Skills:**

- Bachelor's degree or diploma in applicable field (Arts, Business, Science or Emergency Management) is an asset.
- Completion of formal training in emergency management (i.e. Emergency Operations Centre, Incident Command System, or other related courses).
- Minimum of three years related experience in emergency planning, preparedness and response to emergency events.
- Knowledge of emergency management principals, Emergency Operations Centre and/or Incident Command System 100, 200, 300.
- Strong report and proposal writing skills.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq is considered an asset.

#### **Conditions of Employment:**

- May be required to work non-traditional hours or be on-call to respond to emergency related request.
- Valid driver's license and access to reliable transportation.
- May be required to travel throughout Atlantic Canada will also be required periodically.
- Employment conditional on a successful criminal records check.
- Proven ability to maintain confidentiality.

#### **What We Offer:**

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

#### **Additional Information:**

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position. Salary will be commensurate with experience

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

#### **Application Deadline:**

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at [careers@nsmtc.ca](mailto:careers@nsmtc.ca) by **May 16 at 4:00 p.m.**, we thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.