



# Employment Opportunity

## **EMERGENCY SERVICES ADMINISTRATIVE SPECIALIST**

Reference No. CT-ADM-ESAS-0923

### **PURPOSE:**

Reporting to the Emergency Planning and Response Manager, the purpose of the Emergency Services Administrative Specialist is responsible for supporting the efficient operations of the Cowichan Tribes Emergency Program. The Emergency Services Administrative Specialist will support the activities of the program which include administrative support, program asset tracking and general program assistance. In addition, the Emergency Services Administrative Specialist will act as a liaison with Cowichan Tribes community members for operational and preparedness activities as required. The Emergency Services Administrative Specialist will also ensure in conjunction with Emergency Program Staff that the program is in a state of readiness on a 24/7 basis and the Incident Command Post (ICP) and Emergency Operations Centre (EOC) are functional at a pre-determined level.. This is a full-time permanent position that works primarily in the office with moderate local travel required.

### **COMPENSATION AND BENEFITS:**

Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid professional development, paid vacation and paid sick leave. Depending on experience, the position starts at \$35.42 – \$37.58 per hour (\$64,458.03 – \$68,394.69 annually).

### **RESPONSIBILITIES:**

#### Provide Administrative Support To All Program Areas:

- Answer/receive calls and direct to appropriate personnel
- Maintain office services, including delivering and organizing office operations and procedures
- Oversee records management and protocols
- Create and distribute purchase orders as requested
- Support departmental operations by maintaining financial reports including budgets, invoice, program coding and financial record submissions
- Supervise support staff and volunteers when required
- Prepare a variety of documents such as correspondence, reports, newsletter inserts and assessment documents
- Assist with writing, editing, and coordinating funding/grant proposals
- Assist in the preparation of incident reports and outside damage and response claims
- Transcribe and file meeting minutes
- Monitor and order general office supplies
- Other related duties as required

#### Program Asset Tracking:

- Analyze invoices and packing slips to ensure accuracy of goods delivered
- Identify suppliers of goods and services
- Assist program staff with completing funding forms

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.  
We thank all applicants in advance but only shortlisted candidates will be contacted.*

- Monitor inventory with program staff to ensure inventory levels are maintained
- Work closely with the program staff to understand details of procurement requirements
- Work with Finance Department to track inventory and program assets as required
- Other related duties as required

**Emergency Planning and Response Assistance:**

- Supports and implements the vision and direction of the Cowichan Tribes Emergency Planning and Response Program
- Create, update and submit operational reports and improve, modify or replace current procedures in effect
- Provide administrative support to Emergency Management Team
- Support the ICP/EOC at the direction of the Emergency Planning and Response Manager
- Assist in the creation and development of emergency management materials for social media, web and print publication
- Attend staff meetings and represent the Emergency Program as required
- Maintain a cooperative working relationship with staff, management and the public
- Liaise with community members and outside agencies during prevention, mitigation, response and recovery phases as required
- Coordinate and provide leadership to community volunteers as required to support service delivery
- Ensure all assigned Emergency Services office equipment is maintained and in appropriate working condition
- Attend other Emergency Planning meetings as required
- Attend mandatory training as required
- Other related duties as required

**EDUCATION AND EXPERIENCE: *(please attach all corresponding documents)***

- Grade 12 graduation required
- Certificate in Office Administration, Emergency Management, Project Management or related program preferred
- Business Administration Diploma or equivalent considered is an asset
- Experience working in a First Nations community is essential
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Strong project management, problem solving, evaluation and analytical skills
- Ability to work within a team and build team cohesion
- Effective decision making and problem-solving skills
- Knowledge of Cowichan Tribes internal departments and programs
- Working knowledge of Cowichan Tribes TIFIS software
- Knowledge of Microsoft Office Suite programs and related application software operation

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- Well-developed written, oral, interpersonal skills and computer skills.
- Time management skills with the ability to coordinate different projects simultaneously
- Ability to develop and foster good working relationships with Cowichan community members, the general public and other stakeholders
- Knowledge and understanding of Cowichan Tribes culture, land, traditions and the Hul'q'umi'num language or a willingness to learn

***HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.***

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Cowichan Tribes Human Resources Department

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. on Monday, September 25, 2023**