



Employment Opportunity Emergency Response Program Coordinator **(REPOST)**

Reference No. LSG-ERPC-0921

Purpose:

Reporting to the Environment and Natural Resource Program Manager, the Emergency Response Program Coordinator will be responsible to carry out the work plan of the Community Response Contribution Agreement while working alongside the S-hwuhwa'us Thi'lut Kwa'atl'kwa program for on water response. This is a full-time 35 hours per week term position, mainly in an office setting, with some work in the community and in the field.

Responsibilities:

- Project Coordination: oversee the implementation of the work plan, supervising the research assistants work, and reporting out to and collaborating with leadership, the Lulumexun department, and the community
- Ensure all aspects of the work plan and budget are accounted for and reporting kept up to date and complete at the end of fiscal year end
- Maintain accountability through record keeping of daily activities, meetings and email communications, and generating monthly reports and work plans as directed
- Develop a community plan to enhance and develop a comprehensive response to oil spills
- Further develop Geographic Response Plans of Cowichan Tribes
- Develop relationships with the Coast Guard, the Western Canada Marine Response Corporation, and others involved in oil response
- Other related duties

Required Education and Experience: *(please attach all corresponding documents)*

- Post-Secondary education related to Emergency Response Planning, Community Planning, or related equivalent experience required
- Incident Command Center Training and experience an asset
- Experience with working with diversity of knowledge types an asset (e.g., TEK)
- Valid Class 5 BC Driver License with clean driver abstract
- Criminal Record Check required

Required Skills, Knowledge and Abilities:

- Comfortable leading a team, with the ability to work effectively independently
- Exceptional verbal, written, interpersonal and presentation skills
- Organized, detail oriented and self-motivated
- Competency in Microsoft Office applications including Word, Excel, PowerPoint and Publisher
- Time management with the ability to multitask
- Experience with research, document production and editing
- Familiarity with marine ecosystem and fisheries knowledge an asset
- Knowledge of Cowichan culture, customs, and traditions an asset

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Human Resources Department, Cowichan Tribes

Reference No. LSG-ERPC-0921

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Wednesday, September 15, 2021