

EMPLOYMENT OPPORTUNITY: EMERGENCY MANAGEMENT COORDINATOR

February 5, 2026

Term:

Full-time / 1-year term position with the ability to renew up to 5 years.

Scope:

The Emergency Management Community Coordinator reports to their member First Nation, Director of Operations and is responsible for facilitating the community's preparedness and response for all disasters and incidents.

Overview:

We are searching for an exceptional individual who, through a coordinated approach, will facilitate capacity enhancement, preparedness and knowledge mobilization for Emergency Preparedness Planning throughout the member communities.

Reporting to the Director of Operations the Emergency Management Coordinator will enhance member communities' abilities to respond to emergency events and to develop crisis response protocol which impacts the health and infrastructure of individual communities. This includes, but not limited to natural hazards, severe weather events, threat risk and vulnerability assessments as well as community risk assessments, psychosocial responsiveness and first responder training. While reporting to their member First Nation, the coordinator receives guidance, advice and direction from the Wolastoqey Tribal Council, Emergency Management Program Manager.

Roles & Responsibilities:

Coordination/Organization/Communication:

- The coordinator will be the Emergency Management (EM) subject matter expert and will fulfill an advisory function to their community
- Establish relationships with all Wolastoqey communities through ongoing community engagements
- Coordinate crisis response and briefings including coordinating community leaders during a crisis.
- Update EM plans (hazards, pandemic, health emergency, etc.) into an integrated Community Emergency Management Plan
- Undertake threat, risk, vulnerability assessments (TRVA) and make mitigation recommendations, including ongoing environmental scans and TRVAs for food security/safety, warming shelters, back-up generators, demographics (i.e. vulnerable populations)

- Build partnerships with federal, provincial, municipal and NGOs (e.g., NBEMO, Fire/Police and Red Cross)
- Enhance community EM capacity in Emergency Management Planning and host training sessions such as Incident Command System 100, 200, 300 and Emergency Response
- Establish a community Emergency Management Structure such as Emergency Operation Centres and communications/briefing protocols.

Educational and Training Requirements:

- Completion of formal training or qualifications in emergency management as needed

Mandatory Experience and Skills: The successful applicant must have the following qualifications or the desire to take the training needed, experience, and attributes:

- Emergency planning, preparedness, and response to emergency events (i.e. natural disasters, pandemics, severe weather events and crisis response)
- Providing advice and recommendations to senior leadership on emergency management activities/issues impacting community infrastructure and health
- Updating integrated emergency management plans considering the needs of the community as well as tabletop exercises, facilitating incident debriefings (“hotwash”) and preparing Situation Reports
- Developing educational resources and guidelines for use by the community to promote best practices and to prevent and/or manage emergency events
- Knowledge of Emergency Management principals, Emergency Operations Centre and/or Incident Command System 100, 200, 300
- Knowledge of theories, practices and principles related to emergency management planning, preparedness, and response activities
- Ability to prioritize, organize and to work independently and to perform well with minimal supervision
- Willingness to work regularly and directly within First Nation communities
- Ability to analyze information, make appropriate recommendations, provide advice to First Nation communities in preparation of and during an emergency event/crisis

- Ability to maintain composure and be a calming influence
- Ability to work with various levels of government, First Nations communities and other key partners in emergency management preparedness and response
- Ability to use and highly proficient with Email and Microsoft Office (Word, PowerPoint, Excel, etc.)
- Ability to learn quickly and to leverage change as opportunities for success
- Excellent work ethic and is outcome driven

Desirable Qualifications and Attributes:

The following qualifications and attributes would be considered assets for this position:

- Prior experience working with First Nations
- Prior public speaking and/or workshop facilitation experience
- Excellent leadership and communication skills

Operational Requirements:

- Valid Class 5 Driver's license, insurance, and access to a vehicle.
- Willingness to travel.

Remuneration is commensurate with qualifications and experience.

Cover letter and resume should be submitted in confidence via email, with the subject line "Emergency Management Coordinator", to: jay.sabattis@ofnb.com and scott.paul@ofnb.com

or submitted to the band office Monday to Thursday 9am to 4pm

The deadline for applications is February 27, 2026

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Note: Consideration may be given for candidates that initially may not have all the experience and knowledge requirements. In that case, training and development opportunities will be identified for the candidate's long-term success.

Only those selected for an interview will be contacted.