

## Employment Opportunity: Emergency Management Coordinator



### Who we are

#### Lunenburg County Regional Emergency Management Organization (REMO).

The Lunenburg County REMO supports the Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg for emergency management response. More about Lunenburg County REMO: <https://www.lunenburgremo.ca/>. This position will be based at the Municipality of the District of Lunenburg office.



The Municipality of the District of Lunenburg is a progressive and innovative municipal government on the beautiful South Shore of Nova Scotia. We work collaboratively with other municipalities and are an economic leader.



We value our team members and their contributions to achieving our ultimate goal - providing exemplary service to our residents and visitors.

### Work with MODL

We believe in a healthy work life balance for all employees that respects their personal time and allows them to lead fulfilling, impactful lives. We support the physical and mental health of our team through popular workplace wellness initiatives, generous EFAP services and an excellent benefits package. Lifelong learning is valued—we invest in educational opportunities for our employees.



As an equal opportunity employer, we're taking action to change and grow to be a truly diverse, equitable, and inclusive municipality. We are committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. At MODL, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide candidates with accommodations as required. If you require any accommodations at any point during the application and hiring process, please contact us via email at [Human Resources](#) or call 902-543-8181.



## About the Role

You are an organized professional who enjoys working with a variety of people from various organizations. You understand the importance of clear communication in emergency situations. With your sound judgement and patience, you work well under pressure to ensure all stakeholders are working together and understand the emergency management process.

The Emergency Management Coordinator assists the Manager in operating the Lunenburg County Regional Emergency Management Organization (REMO) serving the five municipal units in Lunenburg County. The position assists in the development and delivery of REMO's preparedness program and provides assistance and expertise to REMO and municipal staff during emergency activations. This position reports to Manager of Regional Emergency Management Organization.

This position is responsible for:

- Assisting the manager in the development of strategies, plans, bylaws, and policies.
- Developing and maintaining relationships with the Provincial Nova Scotia Emergency Management Office (NS EMO), local first responders, and stakeholders.
- Assisting the manager in ensuring the necessary physical and human resources are available and coordinated for the operation of the Emergency Coordination Centre.
- Providing situational awareness and reporting to municipalities and provincial officials leading up to, during, and after an emergency.
- Fulfilling key emergency management roles and advise leaders during monitoring, partial, and full activations of the Emergency Coordination Centre.
- Supporting the volunteer radio club in their use and maintenance of the Radio/communications equipment.

## Is this you?

As the ideal candidate, you have:

- Post secondary education in Emergency Management, Business Continuity, or Community Development.
- ICS-300 certification, or ability to obtain certification within one (1) year; and
- Three years experience in emergency management/community resiliency field OR an equivalent combination of education and experience.
- Highly effective written and verbal communication, collaboration, and coordination skills.
- Strong organizational and project management skills.
- Strong computer skills, including Microsoft Office Suite (Word, Excel, Teams, PowerPoint, Outlook, OneDrive).
- Familiarity with communication technologies (e.g. satellite technology, TMR) an asset.
- A valid class 5 Nova Scotia driver's license.
- A satisfactory Criminal Records Check and Vulnerable Person Check.

## Working Conditions

- Office environment; some need for site/field visits for investigation of conditions supervision of volunteers and staff.
- Participating in the paid, on-call duty rotation is expected.

- Permanent full time position, based on 35 hours per week.
- Evening/weekend work as necessary.
- Works well under pressure in stressful situations.
- In an emergency, Emergency Management Coordinator may be called back to work to assist in an activation.
- Salary range: \$62,693 to \$78,367

**How to apply**

- Deadline to apply is **Monday, June 10, 2024, at 12 noon.**
- Please send your cover letter and resume as one document, in confidence to:

Lynn Wagner, Director of Human Resources  
[Employment@mjsb.ca](mailto:Employment@mjsb.ca)

Please include the competition number in the subject line: **#MODL-EMCOORD-2024**