



Sioux Valley Dakota Nation
Employment Opportunity
Emergency Preparedness Coordinator
***Up to a 6-month Term

POSITION SUMMARY:

The Emergency Preparedness Coordinator will work with the Sioux Valley Dakota Nation (SVDN) Leadership team as well as with the Emergency Response Expert. The mandate is to develop and maintain an SVDN Flood Preparedness Response plan for the upcoming spring waters and develop future emergency recovery responses in the Community of SVDN.

DUTIES INCLUDE:

- Develop, promote, maintain, and manage an approved SVDN Emergency Plan in conjunction with working with other communities
- Develop and coordinate the SVDN Emergency Management Advisory Committee, through which advice is provided to the SVDN Leadership team respecting emergency management issues and the area's state of Emergency Preparedness
- GIS Mapping will be required
- Liaise with SVDN Leadership team, Emergency Response Expert, as well as other agencies as required
- Conduct emergency management related hazard assessments and risk analysis
- Increase public awareness through education for emergency preparedness
- Facilitate, design and conduct emergency exercises
- Coordinate and identify emergency response training for the members in the community

QUALIFICATIONS:

- Valid Class 5 Driver's License
- Grade 12 Diploma, Mature Grade 12 Diploma, or GED equivalency
- Post Secondary Education in Emergency Management, or an equivalent combination of relevant education and experience will be given consideration
- Experience in Law Enforcement and Military with specific experience in emergency management and planning will also be considered
- Familiar and/or experienced with GIS Mapping
- Proven experience as assistant manager or manager required
- Familiar with financial and customer service principles
- Excellent math skills with the ability to create and analyze reports, work with Excel spreadsheets and is familiar with sales statistics
- Proficient in Microsoft Office
- Experience in Emergency Management

COMPETITION NUMBER: 202216

APPLICATION DEADLINE: Tuesday, March 15th, 2022, at 4:00 p.m.

Submit cover letter indicating competition number and resume to:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold MB R0M 0S0

Ph.: 204-855-2760 Fax: 204-855-2131

E-mail: happlications@svdngovernance.com

***We thank all who apply but only those selected for an interview will be contacted.
For the job description, please e-mail happlications@svdngovernance.com to request a copy.***