



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



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ofntsc.org

Emergency Management Coordinator

Location:

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote technical self-sufficiency, and foster economic growth within these communities.

We seek a highly motivated and skilled Emergency Management Coordinator to join our team at OFNTSC. Under the guidance of the Director of Engineering and Infrastructure, the Emergency Management Coordinator will play a crucial role in developing capacity within First Nation partners through all four pillars of emergency management: mitigation, preparedness, response, and recovery. This position requires strong organizational, communication, and emergency management skills.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Develop, exercise, and update emergency plans for First Nations and/or Indigenous Organizations.
- Self-directed and capable of managing time and priorities independently.
- Ensure emergency plans are publicly available and accessible, as required.
- Provide updated completion status of community emergency plans.
- Assist First Nations and/or Indigenous Organizations in identifying, completing, and submitting funding applications for applicable program funding.
- Coordinate and identify appropriate training for First Nations and/or Indigenous Organizations, such as ICS 100, 200, 300, FireSmart Education, Basic Emergency Management, and Emergency Operations Centres.
- Assist First Nations leadership when responding to an emergency event;
 - Work with the community to establish an emergency operations center in the community;
 - Provide assistance within the Incident Command structure;
 - Assist with logistical tasks, such as, but not limited to, creating flight manifests, evacuation lists, and vulnerable populations identification;
 - Activate emergency plans with the community and community leadership;
 - Liaise with relevant partners at the direction of the affected community, including but not limited to Government Organizations, Non-Governmental Organizations, Indigenous Representative Organizations, and Tribal Councils.



- Provide continuous monitoring of emergency events; and
- Coordinate and procure additional resources as needed.
- Coordinate with the affected community during the recovery phase to ensure that identified damages are remedied accordingly in a timely manner; this may include repairing, restoring, or rebuilding post-disaster conditions to a pre-emergency state or to a level deemed acceptable.
- Develop a three-year work plan addressing the four pillars of emergency management to be shared with the funder when applying for funding. The plan should include a schedule, activities, goals, outcomes, and objectives.
- Submit mid-year and final reports to include the following:
 - Detailed narrative on activities and achievements to date, including any challenges encountered and best practices;
 - Financial breakdown of costs expended;
 - An updated completion status of community emergency plans;
 - Statistics regarding how many training sessions were planned and delivered, and a list of participants; and
 - Updates to the 3-year work plan.
- Provide ad-hoc informal updates/reporting as requested by the funder.

Qualifications:

- A degree or diploma in Emergency Management, Public Administration, Indigenous Studies, Environmental Studies, or a related field.
- Certification in emergency management programs relevant to Ontario, such as Incident Command System (ICS) courses (ICS 100, 200, 300), Basic Emergency Management (BEM), and other Ontario-specific emergency management training.
- Additional certifications such as FireSmart Education, Emergency Operations Centre Management, or Indigenous Community Support Worker training are considered assets.
- 2-3 years of experience in emergency management, disaster response, and community safety planning, particularly in non-structural mitigation, preparedness, response, and recovery.
- Strong organizational and planning skills, with a demonstrated ability to develop, implement, and update emergency plans and work plans tailored to Ontario's First Nations communities.
- Strong analytical, critical thinking, and problem-solving skills, particularly in assessing emergency situations and coordinating appropriate, culturally sensitive responses.
- Ability to work collaboratively with First Nations communities and various partners.

Conditions:



- Must be willing to travel to First Nations communities as required.
- Reliable, insured vehicle and Valid Class G Ontario driver's license.
- Ability to work flexible hours during emergencies, including evenings and weekends.

*Priority will be given to First Nations applicants who meet the mandatory requirements.

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org, or by calling 1-226-493-0225.

Come join our growing
organization!

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Abi wiji'én ndo
wiji-nakiindwin myaajiiging

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Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.



APPLY HERE

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName_FirstName_Emergency_Management_Coordinator]**.

We thank all applicants, however, only those receiving an interview will be contacted.

