



"Working Together"

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Atikameksheng
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Sagamok
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Serpent River
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Mississauga
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First Nation
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Garden River
First Nation
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First Nation
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**The
North
Shore
Tribal
Council**

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HEALTH PROGRAM:
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Fax: (705) 844-2844

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www.mamaweswen.ca

EMPLOYMENT OPPORTUNITY

Emergency Planning Coordinator

Full Time

Annual Salary \$85,000

Mamaweswen, The North Shore Tribal Council invites applications for the position of Emergency Planning Coordinator.

Purpose

The Emergency Planning Coordinator will work to improve community safety and security by addressing the following four areas:

- Mitigation and Prevention: Involves activities which reduce or eliminate the effects of an emergency or disaster.
- Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. This includes community education, emergency information, training, preparing plans, operations centers and communications systems.
- Response: Involves actions taken to respond to an emergency.
- Recovery: Includes the activities required to return the community to its pre-emergency state.

Responsibilities:

The duties and responsibilities of the Emergency Planning Coordinator will include working in conjunction with First Nations, all levels of government and external organizations (where applicable):

- Facilitate and coordinate development of Nation based Collaborative Emergency Management Agreements.
- Liaise with government, emergency services and media.
- Establish, develop, and maintain relationships with the Municipal & Regional District Emergency Management sector, external agencies, as well as Provincial entities.
- Coordinate and promote the use of the Everbridge Emergency Alert systems for the communities.
- Capacity building and community development – work with education and employment coordinator to schedule and register community members and contractors for emergency management related employment opportunities.
- Assist communities with the development and review of their Emergency Management Plans.
- Review and make recommendations on existing regional emergencies
- Community Education – Personal and community emergency preparedness.
- Emergency response planning at the Nation level that supports communities during emergencies.
- Emergency Plan development, implementation and revisions, including coordinating community emergency teams and developing and leading emergency exercises.
- Manage emergency preparedness response and capacity.
- Assist with volunteer/employee training needs as necessary.
- Write proposals to seek funding for emergency preparedness, mitigation, and recovery, forest fuel management and education.
- Perform other duties as assigned as related to the position.

Qualifications:

The Emergency Planning Coordinator shall possess:

- A post-secondary degree or diploma in health & safety or related program, along with proven experience from both a federal and provincial perspective. First Nations health & safety experience considered an asset.
- Proven emergency preparedness skills (prevention, mitigation, preparedness and response).
- Knowledge of the local communities and Nation.
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point, etc.).
- Able to build working relationships with First Nation communities and partners.
- Hold a valid Ontario Driver's License and have access to a reliable vehicle.

DEADLINE FOR SUBMISSION: No later than 4:00 p.m. November 14, 2025

Apply Online at: <https://nstc.bamboohr.com/careers>. **Please provide letter of application, resume and 3 references along with proof of education.**

A full job description is available upon request. Please email julie.woods@mamaweswen.ca

Miigwetch to all that apply. Only those selected for an interview will be contacted.