



## JOB OPPORTUNITY

DEPARTMENT: INFRASTRUCTURE

JOB TITLE: EMERGENCY PROGRAM COORDINATOR

The Emergency Program Coordinator is responsible for the administration and operations of both the Occupational Health & Safety and Emergency Management Operations services for Splatsin.

The incumbent is responsible for the development, review, and revision of emergency management plans, encompassing the 5 phases of emergency: Prevention, Mitigation, Preparation, Response and Recovery. The incumbent will also lead and assist with planning, coordinating, implementing, and evaluating the operations of the Occupational Health and Safety Program for Splatsin

Splatsin is looking for a results-oriented individual with strong communication and leadership skills to support this critical role within our community.

**Hours of work:** Monday to Friday up to 35 hours per week

**Wages:** \$35.00 - \$40.00 per hour (commensurate with experience)

**Start Date:** ASAP

**Deadline for Applications:** March 19, 2024

Please send resume, cover letter and references in any one of three ways:

Email: [human\\_resources@splatsin.ca](mailto:human_resources@splatsin.ca)

Fax: (250) 838-2131

Mail: Splatsin (HR Department), 5775 Old Vernon Road, Enderby BC V0E 1V0

*ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED*

**PLEASE SEE THE COMPLETE JOB DESCRIPTION BELOW**