



T'IT'Q'ET ADMINISTRATION

P.O. Box 615
Lillooet, BC V0K 1V0

Phone: (250) 256-4118
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JOB POSTING

Position: Emergency Management Project Coordinator

Department: Health & Social Services

Hours: Full-Time Employment (2-yr Employment Contract)

Wage Range: \$25-\$28

Location: T'it'q'et Community

Closing Date: Until filled

How to Apply:

Submit Cover Letter & Resume, copies of related certificates, and three (3) references to:

healthmanager@titqet.org

(Please write in Subject Line: "EMPC")

Email Body:

Attention Shawn Scotchman

Please find enclosed cover letter, resume, and three references, plus related certificates to this position.

ABOUT US

T'it'q'et Administration is committed to fostering community wellbeing and supporting our most vulnerable community members. Due to an urgent need, we are seeking a dedicated and energetic individual who is experienced in providing Project Coordination services to the community of T'it'q'et.

POSITION SUMMARY

URGENT HIRING – The T'it'q'et Emergency Management (EM) Project Coordinator is responsible for overseeing and coordinating Emergency Management (EM) Funding Projects, ensuring the coordination of project objectives and deliverables with T'it'q'et Staff and EM Program volunteers.

This role also serves as the liaison between Health Manager (Acting Emergency Program Coordinator), and the Emergency Management Committee/team. The coordinator ensures that all aspects of the Emergency Management Project are effectively addressed, including Planning/Preparedness as identified in objectives of project.

QUALIFICATIONS AND REQUIREMENTS

- Minimum 2-3 years previous experience with Emergency Management training and project coordination.
- Minimum of Grade 12,
- Must have valid Class 5 BC Drivers' License with reliable vehicle.
- Experience working with Indigenous issues, cultural traditions, and understanding of First Nations' history is necessary.
- Has a Trauma Informed approach to client services
- Strong verbal and written communication skills
- Team-oriented with excellent interpersonal abilities
- Effective time management and multitasking skills
- Proficiency in MS Office suites (Word, Excel etc.)

Your notes below if you wish:

- Cover Letter
- Resume
- Three References
- Copies of Certificates