



<b>Position Title:</b>	Protective Services Summer Student – Emergency Management	<b>Competition No:</b>	2025-13
<b>Department:</b>	Protective Services	<b>Close Date:</b>	Until Filled

**Position Details:**

Position Duration: 4 months  
Probation Rate: N/A  
Regular Rate: Up to \$21.76/hr  
Hours of Work: 40 hrs/wk  
Employment Type: Casual

**About Us:**

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

**The Opportunity:**

The City of Selkirk is currently in search of a **Protective Services Summer Student – Emergency Management** to join our team. This position will report directly to the Director of Protective Services and will be based out of our Civic Office Building.

**Job Duties:**

1. Protective Services Initiatives:
  - Conduct research in industry trends related to Hazard Risk and Vulnerability Assessments as well as table top and full scale exercises.
  - Assist in the development and implementation of the City’s four (4) year emergency planning cycle as required by provincial legislation.
  - Conduct a review of the City’s Emergency Plan and make any updates as required.
  - Develop and curate engaging content specific to emergency management and personal preparedness and safety.
  - Assist with the creation of information templates and educational resources for internal staff and the public.
  - Assist with revisions and updates of any other documentation as required.
2. Perform other related duties as may be assigned.

**Qualifications and Minimum Requirements:**

Minimum Requirements shall include:

- Education in an emergency management or similar related program
- Ability to perform research and compile analysis
- Ability to prioritize tasks
- Excellent organizational skills
- Self-starter and ability to take initiative, including time management skills
- Ability to work as a team and independently with minimal supervision
- Experience with Microsoft Office Suite
- Strong written and verbal communication skills
- Valid Class 5 or G Driver's License

**Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

**Comments:**

This Casual Non-Union position will work a 40-hour week, Monday to Friday for a period of 18 weeks (May to August 2025). Position start and end dates are flexible based on student's availability. Some evening and/or weekend meeting or consultation attendance may be required. This position is excluded from the Collective Agreement and is open to all applicants. Applications will be accepted until the position has been filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.