

# Emergency Program Coordinator

## Nelson Fire Department - City of Nelson Competition #25EX60

The Emergency Management Department is dedicated to excellence in assisting with the development and implementation of the Nelson Emergency Management Program, built on the key emergency management principles: Mitigation, Preparedness, Response and Recovery. Located within the traditional land of the Sinixt, Ktunaxa and Sylix peoples, Nelson is traditionally known for its beautiful setting, vast array of recreational activities, pristine parks and vibrant downtown. We are grateful for the opportunity to work on this land. It is a year-round playground for outdoor enthusiasts and those who love the arts, culture and small-town feel, with big-city amenities like high-quality schools, post-secondary institutions, regional health care, and a competitive cost of living.

### POSITION SUMMARY:

The Emergency Program Coordinator reports to and works closely with the Director of Emergency Management. This position is responsible to assist the Director in work related to emergency management and community disaster preparedness.

Using emergency management training and experience, along with strong interpersonal and facilitation skills, the Emergency Program Coordinator will have the ability to foster an emergency management culture with City staff and members of the community. This will include working with the public, business sector, community service clubs, and non-governmental agencies as well as working with local first responders. The Emergency Program Coordinator will write, revise and edit numerous emergency management documents utilizing their exceptional writing skills. As a team player and team builder, the Coordinator will develop a comprehensive program that builds and maintains relationships throughout the community.

### ESSENTIAL QUALIFICATIONS:

- Diploma, Certificate, or Degree in Emergency or Disaster Management, or other related disciplines;
- Minimum of 1 to 2 years experience in an emergency management or a related position or related position.

### CONDITIONS OF EMPLOYMENT:

- Class 5 BC Driver's Licence with a clean driver's abstract.
- Criminal Records and Vulnerable Sector Check.

**COMPENSATION:** \$84,600 - \$94,000

**HOURS:** Regular Full-Time | 37.5 hours per week

**DAYS:** Monday - Friday

### BENEFITS:

- Full benefits package: EHC, Dental, Sick Leave, Employee Assistance Program, etc.
- BC Municipal Pension Plan

To find a full description of the position role, including required qualifications and experience, please visit [nelson.ca/jobs](https://nelson.ca/jobs).

To be considered for this opportunity, please submit your detailed resume and cover letter, in confidence, by 4:00 p.m. on Friday, August 1, 2025, to:

**Fire Chief Jeff Hebert**

Email: [hr@nelson.ca](mailto:hr@nelson.ca)

Subject line: **Emergency Program Coordinator Competition #25EX60**

We thank all applicants for their interest in joining the City of Nelson.