

Executive Assistant - Director of Emergency Management

City of Nelson Competition #26EX06

Located within the traditional land of the Sinixt, Ktunaxa, and Sylix peoples, Nelson is known for its breathtaking setting, wide range of recreational opportunities, pristine parks, and vibrant downtown core. We are grateful for the opportunity to live and work on this land.

Nelson offers a year-round playground for outdoor enthusiasts and those who value arts, culture, and a welcoming small-town feel, along with big-city amenities such as high-quality schools, post-secondary institutions, regional health care, numerous golf courses, and a competitive cost of living.

POSITION SUMMARY:

The City of Nelson is seeking a highly skilled and motivated Executive Assistant to the Director of Fire and Emergency Management. This position provides advanced administrative, analytical, and confidential support to the Director while serving as the primary lead for all grant development and administration for the Fire and Emergency Management Departments.

The Executive Assistant manages the full grant lifecycle, from funding research and proposal development through submission, tracking, compliance, and final reporting, ensuring alignment with departmental priorities and funding requirements.

In addition to high-level administrative coordination, this role supports communications preparation, budget monitoring, and stakeholder liaison functions. The Executive Assistant also contributes to the ongoing maintenance and improvement of the City's Emergency Management Program, including emergency plan review and updates.

This position participates in Emergency Operations Centre (EOC) activities as required and must be prepared to work extended hours during emergency activations.

ESSENTIAL QUALIFICATIONS:

- Completion of a two-year diploma or certificate program from a recognized college or institution, with a focus on administrative functions
- Three to five years of progressively responsible experience in an Executive Assistant or senior administrative support role
- Demonstrated experience in grant research, proposal writing, submission, and reporting, including managing multiple funding applications and ensuring compliance with grant requirements
- Proficiency with MS Office Suite, Canva, and emerging AI tools
- Interest in working within an Emergency Management environment, including training and participation in EOC activities
- Ability to work long hours and remain flexible during emergency activations

COMPENSATION:

HOURS: \$80,666 - \$89,629

DAYS: Regular Full-Time | 37.5 hours per week | 8:30 a.m. - 4:30 p.m.
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.

To be considered for this opportunity, please submit your resume and cover letter, in confidence, by 4:00 p.m.
on Sunday, March 1, 2026, to:

Jeff Hebert

Email: hr@nelson.ca

Subject line: **Executive Assistant Competition #26EX06**

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