



# JOIN OUR TEAM

---

## Community Readiness Coordinator



If you're embarking on a new career or looking for a change of scenery, the Municipality of Chester is waiting for you!

The perfect blend of work and casual living, the Municipality is an easy 40-minute commute to downtown Halifax - leisure with business, rural with convenience. Enjoy the feel of close-knit, safe, community living within proximity to major centers, healthcare, schools, green spaces, childcare, and amenities such as shops, restaurants, trails, cultural venues, community centres, and much more.

### What we are looking for

The Municipality of the District of Chester (MODC) is seeking a Community Readiness Coordinator.

### Duties and responsibilities

The MOC Community Readiness Coordinator (CRC) is responsible for leading MOC's local emergency management program and supporting the Lunenburg County Regional Emergency Management Organization (REMO). The CRC ensures that emergency and protective services work aligns with inter-municipal, regional, and legislative priorities.

One-third of this position is dedicated to supporting the Lunenburg County Regional Emergency Management Organization (REMO) under the direction of the REMO Manager. During emergencies, the CRC participates in activations as part of the REMO team and follows the direction of the REMO Manager in the same capacity as the REMO Community Readiness Coordinator. The position may also serve as a staff liaison to the RCMP Advisory Board and support protective services coordination efforts at the municipal level.

## Fine print

A complete job description is available online at [www.chester.ca](http://www.chester.ca) or by contacting our Director of Human Resources (contact information below).

This competition will remain open until successfully filled.

Please send your resume along with three professional references and contact information, in confidence, using one of the following options:

- email: [employment@chester.ca](mailto:employment@chester.ca)
- fax: 902-275-4771
- mail:

Pamela Myra, Director of Human Resources  
151 King Street  
PO Box 369  
Chester, NS B0J 1J0

While we thank you for your interest, only those candidates selected for interview will be contacted.

## Our commitment to fair treatment

The Municipality of Chester is committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of age, race, colour, religion, creed, ethnicity, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, gender identity, gender expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

The Municipality of Chester is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [employment@chester.ca](mailto:employment@chester.ca).

# COMMUNITY READINESS COORDINATOR POSITION DESCRIPTION



Position Title:	Community Readiness Coordinator
Salary Band:	Level 5
Department:	Corporate & Strategic Management
Reports to:	Deputy Chief Administrative Officer
	Matrix Accountability: Reports to the Deputy Chief Administrative Officer for performance management, workload planning, administrative direction, and municipal emergency management responsibilities. Approximately one-third of the position (33%) is dedicated to regional emergency management duties under the functional direction of the Lunenburg REMO Manager, particularly during Emergency Coordination Centre activations, exercises, and regional planning initiatives. During activations, the Coordinator follows the operational direction of REMO and performs the same emergency management functions as other regional coordinators.
Status:	Permanent Fulltime
Location:	Municipal Complex (151 King Street), with field visits throughout the Municipality as required, subject to change
Hours:	Normally 8:30 a.m. to 4:30 p.m. daily Monday to Friday, subject to change. 35 hours per week (one-third of this position will be directed by Lunenburg REMO). Occasional evening and weekend work required, particularly during emergency events or preparedness exercises.
Date:	November 2025

## SCOPE

The MOC Community Readiness Coordinator (CRC) is responsible for leading MOC's local emergency management program and supporting the Lunenburg County Regional Emergency Management Organization (REMO). The CRC ensures that emergency and protective services work aligns with inter-municipal, regional, and legislative priorities.

One-third of this position is dedicated to supporting the Lunenburg County Regional Emergency Management Organization (REMO) under the direction of the REMO Manager. During emergencies, the CRC participates in activations as part of the REMO team and follows the direction of the REMO Manager in the same capacity as the REMO Community Readiness Coordinator. The position may also serve as a staff liaison to the RCMP Advisory Board and support protective services coordination efforts at the municipal level.

## OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program, as well as Occupational Health and Safety Legislation and associated Regulations as required by associated regulatory bodies.
2. The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are expected to act in accordance with the appropriate Legislation.

## QUALIFICATIONS

### *Education and Experience*

1. Post-secondary education in emergency management, public safety, business continuity, community development or a related field.
2. Minimum three years experience in emergency services or related area.
3. ICS 300 certification, or ability to obtain certification within one year.

### *Knowledge & Learning Ability*

1. Knowledge of municipal government operations and inter-agency emergency coordination.
2. Understanding of provincial legislation and best practices related to emergency management.
3. Demonstrated ability to manage complex projects, set priorities, and meet deadlines in a dynamic environment.
4. Excellent interpersonal and communication skills, with the ability to work collaboratively with internal and external stakeholders.
5. Willingness and ability to learn new systems, processes, and regulatory frameworks as they evolve.

### *Technical and Physical Skills*

1. Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and capable of using collaborative platforms (e.g., Teams, SharePoint).
2. Ability to interpret and apply legislation and regulatory frameworks related to emergency management.
3. Competency in preparing reports, briefings, and council presentations with a high degree of clarity and professionalism.
4. Skilled in evaluating risk assessments, reviewing emergency plans, and analyzing data related to public safety and incident response.
5. Comfortable using digital and radio communication tools for remote coordination during emergency events.

6. Must be able to remain calm and focused during emergency activations and high-pressure situations.
7. Capable of lifting or carrying light equipment or supplies during preparedness or training events (e.g., emergency signage, communication kits).

*Additional Requirements*

1. Valid Nova Scotia driver's license and access to a reliable vehicle for work-related travel.
2. Willingness and ability to work evenings and weekends during emergencies or training events.
3. Ability to work independently and as part of both local and regional teams.
4. Understanding of rural emergency contexts is considered an asset.

**SUMMARY OF FUNCTION**

Provides leadership and coordination for emergency prevention, mitigation, preparedness, response and recovery. Supports municipal alignment with REMO and legislative emergency responsibilities. Acts as a key liaison with REMO and serves in a coordinator capacity within the REMO structure.

*PRINCIPLE DUTIES AND RESPONSIBILITIES*

The following is a general outline of the duties and responsibilities involved in this position. It is not intended to be an exhaustive list or to limit opportunities for the employee to develop capabilities beyond this current scope. It is also not intended to limit the employer's right to assign other duties.

*MOC Emergency Services (67%)*

- Lead MOC emergency management coordination efforts and ensure local readiness aligns with REMO strategies.
- Represent the Municipality of Chester in regional emergency planning discussions and initiatives.
- Identify and address key emergency management risks, hazards, and vulnerabilities within the MOC through proactive assessment, collaboration with REMO and internal departments, and engagement with community partners. Support the development of mitigation strategies and preparedness plans that align with municipal and regional emergency priorities.
- Builds and maintains strong relationships with community groups, institutions, and larger residential facilities and commercial operations to enhance overall community resilience and emergency preparedness.
- Prepares reports and presentations for the MOC Council on emergency preparedness and policing matters, providing clear analysis and recommendations relevant to municipal responsibilities and priorities.

- Periodically review MOC by-laws, policies, plans, agreements, services, and operational activities to identify opportunities for hazard mitigation, preparedness improvements, and compliance with emergency management best practices. Submits observations and recommendations to enhance MOC's role in emergency prevention, planning, and readiness.
- Support the RCMP Advisory Board as necessary and represent the Municipality at meetings if directed.
- Support the integration of policing-related matters into broader emergency planning efforts.
- Liaise with RCMP and other emergency service partners on matters affecting public safety and community risk reduction.
- Support emergency planning, public outreach, and preparedness initiatives in collaboration with REMO partners. Assist with the development of initiatives that improve resilience in local communities.

*REMO Support (33%)*

- Actively participate in training and exercises, in collaboration with REMO, to ensure preparedness for emergency events.
- Participate in emergency activations under REMO's direction, supporting Emergency Coordination Centre (ECC) operations as required.
- Help ensure the ECC is fully equipped and staffed during activations.
- Fulfill key emergency management roles during ECC activations (monitoring, partial, and full) and advise leadership on best practices.
- Support REMO with the recruitment, training, and coordination of MOC staff to participate in emergency preparedness training and incident activations. Help ensure an appropriate roster of trained personnel is available to support ECC functions and emergency roles when needed.
- Support emergency planning, public outreach, and preparedness initiatives in collaboration with REMO partners. Assist with the development of initiatives that improve resilience in local communities.
- Contribute to reports, presentations, and after-action reviews for emergency events and exercises.
- Participate in a rotational on-call schedule with five municipal units and the REMO Manager, proactively monitoring phones and emails for potential emergency events. If an event occurs while on duty, promptly assess the situation, coordinate notifications and information sharing, determine required awareness levels, and initiate appropriate response actions in accordance with established emergency management protocols. This on-call responsibility includes an honorarium in addition to base salary.

## Job Description (continued)

- Support alignment with legislative requirements and ensure municipal awareness of changes in legislation.

### *Work Conditions*

- Travel and work in and throughout the five municipal units in Lunenburg County.
- Required to work with Management, Staff, Council, and a range of community organizations, with complex priorities and perspectives.
- Evening/weekend work as necessary.
- Works well under pressure in stressful situations.
- In an emergency may be called back to work to assist in an activation.