

Find your purpose. Make an impact.

Emergency Management and Recovery Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As an Emergency Management and Recovery Planner (EMRP), you will be working in the Emergency Management Operations division and will be responsible for developing and delivering emergency management programming that includes prevention, preparedness, mitigation, response and recovery aspects. You will work with internal City business units, external partner organizations, community groups, not-for-profit organizations, volunteers, vulnerable populations and private industry to actively prepare, mitigate risk and respond in the event of an emergency. You will be responsible for developing strategies and plans to support The City's emergency management mandate. Primary duties include:

- Develop or support emergency preparedness planning, including hazard specific response plans, recovery plans, and after-action reporting.
- Work in close consultation with business unit senior managers and leadership teams to create strategies and plans for Emergency Management Operations; ensure plans integrate into Emergency Management and Community Safety's business plans.
- Lead or participate in emergency management program development and implementation, including Emergency Social Services (ESS) and related activities.
- Develop or participate in strategies, plans and policies related to preparedness, response, recovery, and disaster risk management.
- Provide leadership and support to Emergency Operations Centre (EOC) exercises and training programs and other preparedness planning activities.
- Undertake research and analysis in support of assigned responsibilities.
- Monitor, report and present on assigned projects.
- Participate in the Emergency Management Operations after hours on-call rotation.
- Establish and maintain meaningful relationships with internal and external groups.
- Provide operational leadership and support during emergency events, including participation in Emergency Social Services (ESS) and Emergency Operations Centre (EOC) openings, as well as on site response support.

Qualifications

- A degree in a related field and at least 4 years of experience in a similar role.
- Incident command 200 is required.
- Intermediate proficiency in Microsoft (Excel, Outlook, Word, PowerPoint, and Teams) is required.
- Preference will be given to applicants who possess education and/or experience in: disaster risk management, strategic planning, emergency management/business continuity, exercise design, emergency social services, training program development, after action reporting, municipal government, or volunteer management.
- Emergency Management certifications (CEM, AEM) and/or Business Continuity certifications (ABCP, CFCP, CBCP, MBCP) will be considered assets.

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- Experience working with sensitive information and in an operational environment (such as emergency social services, emergency operations centre and emergency services) will be considered an asset.
- You have strong negotiation and communication skills and the ability to analyze and synthesize information.

Pre-employment Requirements

- An enhanced security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Position and Pay Information

- **Business Unit:** Emergency Management & Community Safety
- **Union:** CUPE Local 38
- **Position Type:** 1 Permanent and 2 Temporary (up to 22 months)
- **Compensation:** Pay Grade 13 \$50.92 - 68.15 per hour
- **Hours of work:** Standard 35 hour work week.
- **Days of work:** This position works a 5-day work week with 1 day off in a 3 week cycle.
- **Location:** 673 1 Street NE
- **Audience:** Internal/External
- **Apply By:** August 10, 2026
- **Job ID:** 314962