

Regional District of Bulkley-Nechako Protective Services Summer Position

The Regional District of Bulkley-Nechako is hiring for a summer position in the Protective Services Department. This is a 35 hour per week position that begins on May 8, 2023, and ends on August 25, 2023. Start and end dates are negotiable. Work schedule may require flexible hours (evenings and weekends). The wage for this position will be \$22.57 per hour.

The successful candidate will be an enthusiastic team player with time management and problem-solving skills and an interest in emergency preparedness.

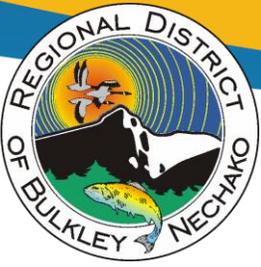
Responsibilities and Duties:

Reporting to the Director of Protective Services, the employee will assist with a wide range of activities in support of the Regional District of Bulkley-Nechako's Emergency Preparedness Program, 9-1-1 Services, and Rural Fire Protection. The position provides clerical, records management, research, report preparation, and other support to the Protective Services Team as required.

- Assist Emergency Program Coordinator with organizing training and discussion-based exercises for Emergency Operations Centre (EOC) staff.
- Assist Emergency Program Coordinator with EOC Operational Guidelines, Cooling/Warming Centre Planning, Demobilization Plan, and a Recovery Plan.
- Participate in public events throughout the region to encourage Emergency Preparedness projects and incentives.
- Organizing and taking meeting minutes.
- Assist with the Protective Services Filing System implementation.
- Participate in a Regional District EOC as required during an emergency event.
- Other related duties as required.

Skills and Qualifications:

- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to communicate effectively both verbally and in writing.
- Excellent computer skills, including proficiencies in internet research Microsoft Office applications.
- Ability to work independently and as part of a team.



- Valid BC driver's license and ability to independently travel within the region as required.

Resumes will be accepted until 4:30 pm, Friday, March 31, 2023, and should be addressed to:

Deborah Jones-Middleton, Director of Protective Services

Subject Line: Protective Services Summer Position

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0