



Regional District of Bulkley-Nechako Emergency Management Technician

The Regional District of Bulkley-Nechako is hiring a temporary (approximately one year) full-time position in the Protective Services Department. This is a 35 hour per week position. Work schedule may require flexible hours. The wage for this position is \$34.05 per hour.

The successful candidate will be an enthusiastic team player with time management and problem-solving skills and an interest in emergency preparedness. The Protective Services Department is willing to provide training to the right candidate.

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. The position provides clerical, records management, research, report preparation, and other support to the Protective Services Team as required.

Responsibilities and Duties:

- Conduct research to support the development of emergency plans, training, exercises, and public education.
- Assist in the planning, organizing, and implementation of emergency partner and public education events.
- Participate in the RDBN Emergency Operations Centre during an emergency event.
- Other duties as assigned.

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 research and Microsoft Office applications.
- Ability to work independently and as part of a team.
- Ability to independently travel within the region as required.

Education and Training:

- High School Diploma
- Valid BC Class 5 Drivers License
- Education and/or Training in Emergency Management an asset

Resumes will be accepted until 4:30 pm, Friday, May 26, 2023, and should be addressed to:
Deborah Jones-Middleton, Director of Protective Services
Subject Line: Emergency Management Technician

Email: hr@rdbn.bc.ca

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