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# Contract Opportunity

## Emergency Management Lead – Salt Spring Island

Status	<b>Contract</b>
Rate of Pay	<b>\$4,888 per month (\$58,663 per year)</b>
Review of submissions begins	<b>4:00pm on January 6, 2025</b>

### Summary

The Salt Spring Island (SSI) Emergency Program (EP) supports local communities within the SSI Electoral Area. The Emergency Management Lead (EML) facilitates the SSIEP on behalf of Capital Regional District (CRD) Protective Services, managing day-to-day program business and providing direction on training, risk mitigation, planning, emergency response and recovery.

The contractor will be responsible for coordination of the SSIEP, ensuring alignment with CRD emergency plans and developing community relationships with key stakeholders.

This position is ideal for people who are seeking to apply their previous emergency management training and experience to SSI.

### Program Objectives

- Ensure coverage of SSIEP Duty Officer with assistance from EP Deputies.
- Act as Director for the SSI Emergency Operations Centre (EOC) during a disaster or emergency event.
- Oversee volunteer coordinators of Emergency Social Services (ESS) and the neighbourhood POD program.
- Facilitate community-based activities such as training, planning, and/or ESS exercises.
- Perform regular reviews of the SSI Emergency Plan, ensuring it is up-to-date and aligned with CRD emergency plans.
- Assist with emergency management in other CRD Electoral Areas when required.
- Provide program updates to the CRD Emergency Manager or designate.

### Competencies

- Emergency management training in the areas of preparedness, mitigation, response, and recovery
- Familiarity with pager and basic radio operations
- Proficiency with basic computer and email functions
- Must reside on Salt Spring Island
- Ability to work at various times; including weekdays, weekends, holidays, and evenings
- Must possess a valid BC Driver's License

Completion of, or a willingness to complete (as provided by CRD Protective Services):

- Introduction to Emergency Management in Canada
- Introduction to Emergency Operations Centre
- Introduction to Emergency Social Services

Preference granted to those that have experience working/volunteering in emergency/disaster management, emergency preparedness, or emergency services preferably in a local government or interdisciplinary team environment.

### Submissions

Please submit your resume and covering letter to [canderson@crd.bc.ca](mailto:canderson@crd.bc.ca) and [scarby@crd.bc.ca](mailto:scarby@crd.bc.ca).

For further information please contact Corey Anderson, Manager of Emergency Programs: [canderson@crd.bc.ca](mailto:canderson@crd.bc.ca)

