



# Coldwater Indian Band

PO Box 4600, Merritt, B.C., V1K 1B8

2249 Quilchena Avenue, Merritt, BC

Phone: (250) 378-6174

Fax: (250) 378-5351

Band Administrator, Public Works, Lands Wills &  
Estates, Housing, Economic Development

#301-230th Street Coldwater Reserve

Phone: (250) 378-6174

Fax: (250) 378-6153

Chief and Council (Executive Assistant), Finance, Social  
Development, Education

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## Emergency Coordinator

Part-time Temporary (contract ending March 31, 2023)

The Emergency Coordinator reports to the Band Administrator. The Emergency Coordinator's duties will include:

- Updating and maintaining the Coldwater Indian Band Emergency Plan;
- Developing a formal Business Continuity Plan;
- Recruiting Community members for **volunteer** EOC positions;
- Arranging EOC training with FNESS;
- Arranging at least 2 table top exercises.
- Arrange and maintain a training roster.
- Keep accurate records.
- And other related duties.

### Required Skills and Abilities

- Good Written and oral communication skills;
- Computer skills (Word, Excel, PowerPoint, etc.);
- Social Media fluency;
- Previous history of Emergency Management or Incident Command preferred;
- Ability to motivate community members;
- Ability to work independently;
- Willingness to work evenings and weekends.

Rate of pay: \$25.00/hr.

Hours of work: 17.5/week.

Please forward your letter of intent and resume to the attention of Coldwater Indian Band HR Committee c/o Laura Antoine – Band Administrator, [lantoine@coldwaterband.org](mailto:lantoine@coldwaterband.org) or fax 250-378-5351.

Deadline: June 30, 2022 or until filled

**Please note this is not a paid Emergency Operations Center Director position, but rather a position to recruit a Volunteer EOC team.**

### MISSION STATEMENT

To enhance and sustain our quality of life through wellness and culture, and to utilize and preserve all our resources for now and future generations.