

# Town of Maple Creek

P.O Box 428 | 205 Jasper Street  
Maple Creek, SK S0N 1N0  
Phone: (306) 662-2244 | Fax (306) 662-4131



## **Job Posting: Contract Emergency Measures Organization (EMO) Coordinator**

**Location:** Maple Creek and surrounding JEMP Region

**Contract Term:** 6 months (with potential for extension)

**Application Deadline:** February 21, 2025, at 4:00 PM

### **Position Overview:**

The Town of Maple Creek and its JEMP partners (RM of Maple Creek, Nekaneet First Nation, RM of Big Stick, Cypress Hills Interprovincial Park, and Fort Walsh National Historic Site) are seeking a Contract EMO Coordinator. This role supports emergency preparedness by coordinating planning efforts, liaising with stakeholders, and ensuring community readiness.

### **Responsibilities:**

- Establish and support a Regional EMO Planning Committee with partner representation.
- Facilitate review, updates, and approval of the Joint Emergency Management Plan (JEMP).
- Act as the main contact for emergency management in the JEMP Region.
- Build and maintain relationships with local and external agencies.
- Provide administrative support to the Planning Committee (e.g., scheduling meetings, taking minutes).
- Promote public education on emergency preparedness.
- Coordinate emergency management training for partners and staff.
- Ensure EOC (Emergency Operations Centre) supplies are ready and assist with EOC activation.
- Act as EOC or Emergency Reception Centre (ERC) Director as needed.

### **Qualifications:**

- Strong communication and organizational skills.
- Ability to work independently and manage diverse groups effectively.
- Problem-solving skills under pressure and resilience in stressful situations.
- Familiarity with emergency management regulations and procedures.
- Experience in municipal operations or emergency response is an asset.
- Completion of, or willingness to complete, ICS 100, 200, and EOC Level 1 training.

**Work Environment:**

- Evening and weekend work may be required.
- Extended hours during emergencies.
- Travel within the JEMP Region is necessary.

**Requirements:**

- Proficiency with communication tools (radios, laptops, phones) and software (Word, Excel, social media) and provide your own computer and office supplies.
- Valid Class 5 driver's license and access to reliable transportation with proof of insurance.
- Carry own Worker Compensation Saskatchewan coverage with letter of good standing with WCB
- Clear criminal record check.

**How to Apply:**

Submit your resume, cover letter, and references by February 21, 2025, to:

Gillian LaBoucane, ED0  
Project Coordinator  
JEMP Phase 2  
Box 428, Maple Creek, SK S0N 1N0  
Via email: [edo@maplecreek.ca](mailto:edo@maplecreek.ca)  
In-person: 205 Jasper Street, Maple Creek SK.