

# Employment Opportunities



**Position:** Emergency Management Coordinator

**Service Area:** Emergency Management

**Salary:** Based on Education and Experience

**Date Posted:** July 25, 2025

**Closing Date:** August 5, 2025

**Competition Number:** EASOHSS-03-06-09-25

## POSITION SUMMARY:

This position is to assist the Siksika Nation with the coordination of their all-hazards emergency management plans and activities, provide Siksika Nation with the flexibility to identify what constitutes an emergency in their community. The emergency Management coordinator will collaborate with Indigenous Services Canada, The Province of Alberta other municipalities, community leaders, and Siksika Nation members to ensure Siksika Nation has the capacity to plan for, mitigate, and address their emergency management needs.

## Duties & Responsibilities: \*see complete job description\*

- Provides project management oversight to conduct community safety, hazard, risk, vulnerability, and fire department assessments, provide the recommendations from these assessments to these assessments to the appropriate personnel to implement.
- Organizes exercises to test and improve the all-hazards emergency management plans.
- Coordinates communication strategies and ensures community members are informed on regional emergency management information, priorities, and initiatives.

## Required Knowledge, Skills, and Abilities:

- Demonstrate knowledge or connection to the community's emergency management principles, practices, and procedures, as defined by Siksika Nation.
- Ability to lead and manage teams effectively, especially during high-pressure situations, while also adapting to rapidly changing situations.
- Exemplary interpersonal skills and exceptional organizational, verbal, and written skills.
- Proficiency in Microsoft Office Suite (Outlook, SharePoint, Word, Excel, and PowerPoint).

## Education and Experience:

- Minimum of (3) years' experience at a community-based program, with demonstrated experience in relationship, management and development at the community or municipal level.
- Experience in allocating resources such as personnel, equipment, and funding to support emergency response and recovery efforts.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check,  
Certification in Incident Command Systems (ICS)

**EMAIL:** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.  
**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

**Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.**