



# JOIN ACFN TODAY!

Established Treaty since 1899 in  
the heart of the Athabasca Delta!

## EMPLOYMENT OPPORTUNITY

### **TEMPORARY EMERGENCY MANAGEMENT MANAGER**

Staffing Process Number: ACFN-2024-010

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) full-time temporary position of **Temporary Emergency Management Manager** (EMM) for a period of one year and with the possibility of an extension. This temporary position consists of 5 days on, 2 days off; Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and location may change from time to time to meet operational requirements. This is a local position to **Fort Chipewyan, AB.**, and candidates must have their own accommodations and transportation. The EMM is responsible to support the Deputy(s) Director of Emergency Management to ensure community safety and resilience during emergency events by developing, implementing, and coordinating emergency plans. With a strategic focus and effective leadership, the EMM serves as the foundation for community preparedness, coordinating resources, collaborating with ACFN's Emergency Management Committee, and providing guidance during an emergency event. The EMM is a key liaison during times of crisis, responsible for overseeing all emergency services and safeguarding the community through seamless coordination and strategic thinking.

### **GENERAL RESPONSIBILITIES**

- Developing, implementing, and maintaining emergency management documentation for ACFN.
- Developing relationships with community members, Tribal Council, governments, agencies, and organizations.
- Ensures ACFN's plans are coordinated/aligned with RMWB, local organizations (schools, Nunee, etc. and other Nation's emergency plans, as needed.
- Managing and coordinating emergency management training for ACFN/DLRM employees and community members.
- Acting as a liaison between Chief & Council and the community ensuring effective communication and collaboration in all phases of an emergency.
- Conducting risk assessments.
- Liaise with AEMA's First Nation Field Officer representative, RMWB and other stakeholders.
- Managing emergency response equipment.
- Conducting research and providing technical writing for proposal development.
- Managing the Emergency Management budget.
- Supporting the activation of ACFN's Emergency plan by coordinating emergency services and resources, providing daily situation reports, and attending emergency management meetings.
- Filling various Incident Command System (ICS) and/or Incident Management Team (IMT) positions.
- Facilitating community engagements, and/or other communication methods to keep Members informed about recovery efforts and involve them in decision-making.

- Developing and implementing comprehensive recovery plans, ensuring they align with community goals and values.
- Monitoring and evaluating the progress of recovery efforts, adjusting strategies as needed to address evolving needs.
- Coordinating mental health and well-being support services for community members affected by the emergency.
- Assisting in rebuilding and restoring community infrastructure, ensuring sustainability and resilience to future emergencies.
- Developing long-term community recovery plans that focus on building capacity and enhancing preparedness for future emergencies.
- Conducting post-event evaluations to identify areas for improvement and other duties, as required.

## QUALIFICATIONS

- Bachelor degree in Emergency Management or in a related field or an acceptable combination of education (Grade Twelve), training and experience in Emergency Management in a supervisory role will be considered.
- Post-graduate degree in Emergency Management, is an asset.
- Incident Command System, Level 300, required.
- Incident Command System, Level 400, is an asset.
- Incident Command System, Section Chief; Ops or Plans, is an asset.
- Knowledge of the Dene culture, ACFN and Fort Chipewyan and surrounding areas is an asset.
- MS Office 365; Word, Excel, PowerPoint.
- Valid Class 5 Driver's Licence, and own or access to a vehicle.
- Ability to work in an office and in a remote setting.
- Ability to perform multiple tasks in high-pressure situations and conflicting deadlines.
- Ability to communicate effectively to all levels of the organization and external stakeholders.
- Ability to communicate with Nation members through community engagement sessions.
- Ability to work independently and as a team member.
- Strong organizational and problem-solving skills.
- Effective leadership skills.
- Outstanding interpersonal relationships.
- Willingness to work evening, weekends and holidays, as required.
- Willingness to work in a diverse workplace.
- Willingness to sign a Confidentiality Agreement.

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a covering letter and résumé quoting **Staffing Process Number: ACFN-2024-010**, in confidence to: [HR@acfn.com](mailto:HR@acfn.com). A copy of the position description is available upon request. **Closing Date:** Résumés will be accepted until a successful candidate is found.

*Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.*

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.*

