



EMPLOYMENT OPPORTUNITY  
Nakiwin Azheyaaksin  
**Community Emergency Management Coordinator**

Under the WUT Infrastructure Department and supervision of the Director of Infrastructure, the Community Emergency Management Coordinator (CEMC) will be responsible for ensuring the community and organization is well-prepared to respond to disasters or emergency situations. CEMC will develop and implement plans for handling emergencies, conduct risk assessments, develop contingency plans, organizing response teams and communicating with the public during crises.

**Duties:**

- Maintain the Master Emergency Response Plan by ensuring it is reviewed and updated regularly.
- Chair, organize, and facilitate the Emergency Management (EM) Planning Group annual exercises (seminars, workshops, tabletops, drills, functional exercises and full scale).
- Review Hazard Identification and Risk Assessment (HIRA) with the EM Planning Group annually.
- Prepare and update Memorandums of Understanding as required.
- Advise departments on their specific Emergency Plans, and co-ordinate interdepartmental planning.
- Arrange Emergency Management training annually and as required.
- Maintain an updated record of Band owned properties and assets.
- Develop and implement an Emergency Management Public Awareness Campaign and community activities.
- Schedule preparedness engagement with households, youth and Elders.
- Determine budgetary needs, prepare and submit funding applications, and monitor the budget.

**Qualifications:**

- Post-secondary education in Public Administration, Emergency Management or Community Planning.
- Experience in writing emergency plans, standard operating procedures and project management.
- Certificate in Emergency Management, Threat and Response Planning or willingness to obtain.
- Ability to relate well with staff, outside agencies, and community members.
- Possess well-developed verbal and written communication skills.
- Must maintain strict confidentiality while working with minimal supervision.
- Possess effective interpersonal and leadership skills.
- Able to maintain composure while handling high stress situations.
- Must have knowledge of office, communication, and emergency equipment.

**Salary:** \$83,851

**Posting:** October 22, 2025

**Closing Date:** November 14, 2025

Please submit a cover letter, resume, contact information for 3 work related references, copies of your qualifications/ diplomas and relevant certificates to the following address:

Confidential: Community Emergency Management Coordinator Employment Opportunity  
Wiikwemkoong Unceded Territory  
P.O. Box 112, 19A Complex Drive Wikwemikong ON P0P 2J0  
[erc@wiikwemkoong.ca](mailto:erc@wiikwemkoong.ca)

We thank all interested applicants, but only those selected for an interview will be contacted.  
There will be no return of submissions.