

Position Title: Community Emergency Management Coordinator

Department: Administration / Protective Services

Reports To: Chief Administrative Officer (CAO)

Employment Type: Part-time (~350 hrs annually)

Position Summary

The Community Emergency Management Coordinator (CEMC) is responsible for developing, implementing, and maintaining the Township's emergency management program in compliance with the Emergency Management and Civil Protection Act (EMCPA) and its associated regulations. This position works to ensure the Township is prepared to respond to, mitigate, and recover from emergencies, while promoting public awareness and community resilience.

Key Responsibilities

Program Development & Compliance

- Maintain and update the Township's Emergency Management Program, including the Emergency Response Plan and supporting procedures.
- Ensure annual compliance with provincial emergency management requirements and reporting.
- Coordinate and document the annual emergency exercise and training for the Municipal Emergency Control Group (MECG).
- Conduct risk assessments and hazard identification updates (HIRA).
- Maintain emergency management documentation, plans, and contact lists.

Emergency Response & Recovery

- Act as the primary advisor to the CAO and Municipal Emergency Control Group during emergency situations.
- Coordinate municipal response activities during declared or undeclared emergencies.
- Liaise with Ontario's Office of the Fire Marshal and Emergency Management (OFMEM) and other external agencies.
- Support recovery operations and post-incident debriefs.

Public Education & Awareness

- Promote community preparedness through outreach, education, and public information campaigns.
- Coordinate public awareness events such as Emergency Preparedness Week.

Training & Exercises

- Plan and deliver emergency management training sessions for municipal staff, Council, and volunteers.
- Develop and facilitate tabletop and functional emergency exercises annually.

Administration & Collaboration

- Prepare reports and recommendations for Council and senior management.
 - Collaborate with neighbouring municipalities, provincial agencies, and community organizations to strengthen regional emergency readiness.
 - Maintain an inventory of emergency supplies, resources, and contact information.
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Qualifications

Education & Certification

- Post-secondary education in Emergency Management, Public Administration, Fire Services, or a related field.
- Completion of Emergency Management Ontario training (e.g., EM200, EM300, and IMS100/200) or willingness to obtain.
- Designation as a Certified Emergency Management Coordinator (CEMC) or the ability to achieve certification within 12 months.

Experience

- Minimum 2–3 years' experience in emergency management, fire services, municipal administration, or related field.
- Experience working with government agencies and community stakeholders is an asset.

Knowledge & Skills

- Knowledge of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.
- Strong organizational, communication, and leadership skills.
- Ability to work effectively under pressure and manage multiple priorities.
- Proficiency in Microsoft Office and emergency management software tools.
- Valid Ontario Class "G" driver's licence and access to a reliable vehicle.

Work Conditions

- Primarily office-based with attendance at meetings, training sessions, and emergency sites as required.
- Occasional evening and weekend work may be required.
- In the event of an emergency, the CEMC must be available to support the Township's response efforts.