

## **OPPORTUNITY IN FNESS Competition #2021-03**

### **FNESS is currently inviting applicants for the position: Recovery Officer**

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization, as well as a registered charity, under the governance of a First Nation Board of Directors. FNESS assists BC First Nations in developing and sustaining safer, healthier, and thriving communities. Our programs and services include Firefighter Training, Fire Prevention Education and Awareness, Emergency Management, and Forest Fuel Management. The goals of a self-sustaining and resilient community must keep *safety* as a priority as we support the development of community and professional capacity.

#### **POSITION SUMMARY**

Reporting to the Emergency Management Manager, the Recovery Officer will support First Nation communities' transition from response to recovery. In this role, the Recovery Officer will collect and document the social, cultural, environmental, economic, and infrastructure impacts of the flood, develop programs and strategies with input from the community, and create or assist with-specific Recovery Plans that will guide the recovery activities for First Nations' communities.

As the Recovery Officer, you will manage the transition of the Emergency Operations from a focus on response to recovery and deliver key accountabilities under the plan. In addition to being the main point of contact for FNESS, you will coordinate with other agencies, including the Federal and Provincial government, NGOs and other service providers.

Reports directly to the Emergency Management Manager.

#### **Recovery Officer Responsibilities**

- Preparation of regular reports and briefing documents.
- Provide administrative support to the Emergency Management Manager.
- Coordinate and attend meetings with the Emergency Management Manager related to FNESS operations, programs and projects, as assigned.
- Performs research and analysis on specific issues, as required, and provides high level document management, including drafting, editing, formatting, and proofreading of documents, document storage and archival.
- Other related, similar professional services from time to time, upon request.

#### **QUALIFICATIONS**

- Post –Secondary Diploma or Degree in a Related Discipline (i.e., Emergency Management, Business Administration).
- 2-5 years' experience or equivalent in emergency management or similar capacity with increasing responsibilities.

- Advanced-level Microsoft Outlook, Word, Excel, and PowerPoint proficiency.
- Knowledge of emergency management, collection and analysis of disaster recovery information, community engagement and restoration and protection of community services.
- Being a critical thinker as required, finding solutions to help communities with unique needs.
- Experience in personnel scheduling and staffing requirements.
- Knowledge of and practical experience in Emergency Support Services.
- Experience in building, developing, and maintaining successful relationships with public/private organizations and partnerships.
- Knowledge of local government operations, geography, and community services.
- Knowledge and understanding of each federal and provincial government ministry to access information and support easily and expediently as appropriate for the community.
- Experience in building relationships with multi-faceted, multi-stakeholder groups.
- Experience in grant writing.
- Experience in recognizing and finding the potential partnering opportunities between groups, individuals, and businesses in a community to create and complete projects of benefit successfully.
- Develop and maintain a level of cultural awareness of First Nation Communities.
- Excellent business acumen and ability to exercise tact, sound judgment and prioritization.
- Able to observe and maintain the utmost confidentiality.

### **Special Requirements**

- Available 24/7 during response to emergencies and disasters and willing to perform a variety of duties within the scope of the position's responsibilities.
- Ability to travel to disaster areas of the province on short notice and visit remote locations by vehicle, boat, air or on foot for overnight or extended hours in all-weather considerations due to emergencies; and
- Ability to speak formally and informally to various audiences, including community meetings, local and regional elected representatives, First Nations Leadership Council, Local Government officials, businesses, and industry experts (e.g., insurance, construction, etc.).

**TERMS:** Full Time – Limited Time Duration Contract/Employment Agreement

**LOCATION:** FNESS Office Located in North Vancouver, BC

**HOURS OF WORK:** Monday to Friday 8:00 a.m. – 4:00 p.m.

**Deadline for receiving applications is:** Will remain open until filled. Only successful candidates will be contacted.

**Please forward a current resume and cover letter to:** [HR@fness.bc.ca](mailto:HR@fness.bc.ca)

Attn: Executive Director  
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Email: [HR@fness.bc.ca](mailto:HR@fness.bc.ca)  
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