



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

December 3, 2024

Application Deadline

December 17, 2024

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-3235

Protective Services Coordinator

Full-time, Permanent

Position Overview

Reporting to the General Manager of Community Services or designate, this position focuses on supporting the PRRD's Protective Services division in the areas of emergency planning, response and recovery, public education, fire protection, and 9-1-1 and fire dispatch services. The position is required to respond to emergency events after hours, and to attend regular evening and weekend meetings/events to deliver public education programs and engage with the communities – flexible scheduling is required.

This position is responsible for a variety of duties including, but not limited to:

- Assist in coordinating the Regional District's Emergency program and Emergency Support program.
- Coordinate resources, facilities, funding, support, and standards established by the Regional District to build and promote community services, including local fire and emergency response services.
- Assist with the development of policies, procedures, plans, and bylaws relevant to the Community Services Department.
- Develop and maintain relationships with a variety of internal and external stakeholders to promote and coordinate the delivery of protective and community service functions.

Qualifications

The ideal candidate must have:

- Completion of Grade 12 and an Emergency Management Certificate or equivalent.
- Three (3) years' experience in local government, preferably in emergency management.
- Experience working with volunteer organizations in a rural setting.
- Proven public relations, public speaking, and presentation skills.
- A valid Class 5 Drivers' License must be maintained.

Additional Information

The work hours are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

The after-probation rate of pay for this union position is \$38.71/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca

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