



PEACE RIVER REGIONAL DISTRICT

Protective Services Coordinator

Full Time, Permanent Position

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

March 13, 2020

Application Deadline

April 3, 2020 by 4:00 pm PST

Contact Information

Apply in confidence by providing a resume and three references to:

Peace River Regional District
Attn. Kelsey Bates, Executive Assistant
hrprrd@prrd.bc.ca
P. 250-784-3207 F. 250-784-3220
PO Box 810, Dawson Creek, BC V1G 4H8

Find out the application status of this posting and other employment opportunities with the PRRD by visiting:

prrd.bc.ca/employment

Position Overview

Reporting to the General Manager of Community Services or designate, this position will support all of the functions and services provided under the umbrella of Community Services, with a main focus on emergency services, public education, fire protection, and 9-1-1 Services. This position is based out of the Dawson Creek office.

The Coordinator will assist in organizing the PRRD's Emergency program by:

- developing and promoting the emergency program to the public, and internal and external stakeholders;
- pursuing available funding for the program;
- undertaking and coordinating training;
- assisting in developing policies, plans, and programs;
- maintaining records and documentation;
- preparing reports;
- monitoring budgets;
- administering projects;
- planning and administering meetings; and
- building relationships with stakeholders, community groups, and residents.

The position is required to respond to emergency situations 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.

Qualifications

The successful proponent will have completed Grade 12 and possess an Emergency Management Certificate or equivalent. They will have a minimum of three years' experience in a local government setting, preferably in emergency management operations. They will have proven skills in public relations, speaking and presenting; and a strong background in customer service. Flexibility in both days of work and workday hours is key. Required skills include project management and proficiency with Microsoft Office Suite.


Additional Information

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

The rate of pay for this union position is \$36.21/hr, plus benefits.

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

www.prrd.bc.ca

 Peace River Regional District Official Page | Facebook

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