

## **Emergency Management Deputy Salt Spring Island**

We are looking for a motivated and passionate person who wants to contribute to our community in a unique and interesting way! This volunteer position will provide opportunities to train and work collaboratively with first responders and emergency management stakeholders on the island and beyond. This is an opportunity to get involved with helping individuals, families, and businesses mitigate, prepare, respond and recover small or large disasters. Experience in emergency management is preferred but not required.

The **Emergency Management Deputy** (EMD) will assist the Emergency Management Lead for Salt Spring Island by assuming responsibility as Acting SSI Emergency Management Duty Officer as required. Additionally, the EMD will take a key support role in the Emergency Operations Centre (EOC) during a disaster or emergency event.

Reporting to the Emergency Management Lead (EML), the position provides support for the Salt Spring Island Program, including Emergency Support Services (ESS) and the POD Neighbourhood Program.

### **Program objectives**

- Act as on-call SSI Emergency Program Duty Officer to provide continuity of coverage and program depth as required.
- Support community-based activities (planning, training, Neighborhood POD activities and/or ESS small scale exercises).
- Supports public education, community outreach, and stakeholder engagement activities.

### **Specific deliverables**

- Monitoring local social media sites for developing events.
- Supporting the preparation of program articles, social media posts, and other materials for public consumption as requested.
- Developing strategies and procedures for working effectively with news communication outlets on the island.

- Collaborating with the Emergency Management Lead and the CRD Protective Services team to ensure a cohesive public image.
- Providing updates via email, SSI Exchange and social media pages.
- Working with the Emergency Management Program and relevant stakeholders to organize and host public events, training and promotional events.
- Willingness and ability to attend the EOC during an incident.
- Willingness to take relevant training as directed by the EML.
- Assist in emergency response operations as required

### **Working Conditions**

- With the exception of an emergency, the duties and responsibilities may be completed at the discretion of the volunteer as approved by the EML (do not need to be completed during regular working hours).
- With the exception of emergencies, the EMD may work out of the Emergency Management office or from home as required.
- During emergencies it may be necessary to work in the EOC.

### **Qualifications and Experience**

- Experience in program administration
- Experience using social media
- Experience with emergency communications considered an asset
- Experience with stakeholder engagement considered an asset
- Experience in Emergency Management considered an asset but not required

### **Skills**

- Knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook, Teams)
- Good interpersonal communications skills
- Good Public Speaking skills
- Strong understanding and experience with all forms of media, including social media
- Organized and detail-oriented work ethic

### **Other Considerations**

- Must reside on Salt Spring Island
- Must have reliable transportation
- Ability to work in-person as required
- Ability to work a variety of shifts; including weekdays, weekends, holidays, and evenings to meet program needs

Volunteer Position with Honorarium, at a rate of \$500/month (\$6000/year).  
Commitment equates to an average of one day per week.

**How to apply**

Please email a resume and cover letter to [ssiepc@crd.bc.ca](mailto:ssiepc@crd.bc.ca)

Deadline for applications is October 30th at 5:00pm