



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

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The Village of Sundridge

requires a Contract

Alternate Community Emergency Management Coordinator (CEMC)

Responsible for coordinating the emergency preparedness program for the Village of Sundridge as required under the Emergency Management and Civil Protection Act.

This is a contract position; hours of work will vary depending on requirements. Extended hours will be required when emergency situations arise.

The ideal candidate will possess the following qualifications:

Working knowledge of current legislation and regulations related to the implementation of emergency management programs.

CEMC Certification and Training which includes IMS 100, EM 200, EM 300 or willing to complete required training.

Excellent interpersonal, organizational, analytical, time management, problem solving and communication skills (oral, written, presentation).

Qualified candidates are encouraged to submit a written Letter of Interest outlining your experience and qualifications for the Alternate Community Emergency Management Coordinator Position, no later than 3:00 p.m., Wednesday June 26, 2019 to Christine Hickey, Deputy Clerk at the address noted above or by email to chickey@sundridge.ca.

We thank all applicants for their interest but only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection.

The Village of Sundridge is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.