

February 8, 2018

JOB POSTING

EMERGENCY SOCIAL SERVICES COORDINATOR

TEMPORARY PART-TIME POSITION

The Village of Granisle is seeking a self-motivated individual for the temporary position of Emergency Social Services Coordinator. This position will provide day-to-day liaison, coordination, communication, training and administrative support activities to support the Village of Granisle's current and long-range Emergency Supportive Services Program.

Expectations for this position would include:

- A. Review & update current Emergency preparedness plan
- B. Volunteer Recruitment
- C. Establish and deliver a program of exercises & training for ESS volunteers
 - Establish, equip & maintain "in a state of operational readiness"
 - maintain a region-wide suppliers list for the provision of emergency food, shelter, accommodations & incidentals
- D. Local & Regional Networking
- E. Other expectations:
 - promote public awareness through regular community newsletters & meetings
 - attend regional meetings regarding ESS programs throughout region
 - work towards a regional plan - share resources with neighboring communities
 - work with neighboring communities to develop an overall Regional ESS plan to develop and create efficiencies for the future.

Employment: Starting February 26, 2018 with expected hours of work approximately 15 hrs per week for 30 weeks.

Applications will be received at the Village of Granisle Office in person or by email no later than 12:00 p.m. noon (local time) Wednesday, February 21, 2018.

Interested persons should direct all queries and applications to: Sharon Smith **OR** Brenda Andersson
CAO FO

Chief Administrative Officer
Village of Granisle
P.O. Box 128
Granisle, B.C. V0J 1W0
ssmith@villageofgranisle.ca

VILLAGE OF GRANISLE

 Fax: 1 888 335 4682

 Phone: 250 697 2248

 Email: general@villageofgranisle.ca

