

Job Title	Specialist, Emergency Management & Community Engagement (TERM)	Department	Business Impact & Engagement
Subordinate(s)	None	Reports to	VP, Business Impact & Engagement
Date	April 2024		
Purpose			
<p>The Specialist, Emergency Management & Community Engagement is a term position ending on March 31, 2025. The position is primarily focused on developing, maintaining, and advocating for emergency management plans and materials for the Vancouver Island Region. The position will also engage and liaise with communities in the Vancouver Island Region.</p>			
Accountabilities			
<p>Emergency Management (≈75% of Responsibilities)</p> <ul style="list-style-type: none"> ● Review, update, and develop an emergency management plan for the Vancouver Island Region ● Work with Ministry of Tourism, Arts, Culture and Sport, Ministry of Emergency Management and Climate Readiness, other relevant Ministries, Destination BC, community tourism organizations, and rights holders and stakeholders to ensure alignment of emergency management and response plan(s) ● Serve as a member of emergency management planning team(s) in the regional and provincial tourism industry ● Be the key point of contact for 4VI and the Vancouver Island Region for emergency response ● In the event of an emergency response, be embedded in the Provincial Regional Emergency Operations Centre <p>Engagement (≈25% of Responsibilities)</p> <ul style="list-style-type: none"> ● Connect with communities and understand their current and ongoing needs in the areas of emergency management and tourism destination management ● Develop and execute a work plan that supports the annual strategic engagement plan ● Build and foster relationships with key rights holders, stakeholders, partners, and community leaders ● Amplify 4VI as an organization to external parties in the Vancouver Island Region 			

Job Requirements

Education/Experience

- Post-secondary education in a relevant field such as emergency management, tourism, public relations, media relations, or communications and marketing
- A minimum of 3-5 years in a role that requires organization, engagement, and project management skills relating to communications and engagement or emergency management
- Experience in working and liaising with various levels of government
- A background in emergency management is not required, but desired

Skills and Abilities

- Excellent verbal and written communication skills
- Effective writing skills and proven ability to develop well-constructed communications
- Excellent people skills, with a noted ability to build relationships that are respectful and highly collaborative
- An outgoing personality that thrives in meeting new people
- An ability to juggle multiple and competing priorities with a high degree of organizational skill
- A preference for working in a team environment, with a great deal of flexibility and self-management
- A high degree of sensitivity in dealing with government, public, staff, board, rights holders, and stakeholders
- Able to work flexible hours, including evenings and weekends
- Able to travel, including use of personal vehicle
- Ability to uphold and embody the core values of 4VI
- Ability to maintain an up-to-date budget

Approved by



Date

April 16, 2024