



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

Job Title:	HWF Logistics Coordinator	Reports To:	HWF Program Director
Classification:	Employee	Remote Work:	Hybrid
Department/Group:	Humanitarian Workforce (HWF)	Office Location:	24 McNamara Drive, Paradise, NL

Job Summary:

The Logistics Coordinator is responsible for planning, managing, and executing logistics support for SARVAC's Humanitarian Workforce disaster response program. This role oversees national logistics requirements, including procurement, inventory control, deployment readiness, and the management of decentralized equipment stashes across Canada through contracted partner organizations serving as equipment stewards. The position establishes stewardship agreements, accountability systems, and readiness standards to ensure equipment and supplies remain mission-ready, tracked, and rapidly deployable in support of emergency operations. As a second area of responsibility, the Logistics Coordinator manages the material inventory for the AdventureSmart program, maintaining a physical presence at SARVAC Headquarters to oversee a local hub of search and rescue prevention supplies. This includes inventory control, storage oversight, and processing and fulfillment of program material requests. The coordinator ensures accurate tracking, timely replenishment, and efficient distribution of AdventureSmart orders.

Responsibilities:

- Plan, manage, and execute national logistics support for SARVAC's Humanitarian Workforce (HWF) disaster response program.
- Oversee procurement, inventory management, and deployment readiness of response equipment and supplies.
- Manage decentralized equipment stashes across Canada through contracted partner organizations serving as equipment stewards.
- Develop and maintain stewardship agreements, asset accountability frameworks, and readiness standards for all logistics assets.
- Facilitate and coordinate periodic audits of decentralized equipment stashes to verify inventory accuracy, equipment condition, and compliance with stewardship agreements.
- Monitor equipment condition, serviceability, and lifecycle replacement requirements to ensure mission readiness.
- Coordinate transportation, warehousing, and distribution of equipment to support training, exercises, and emergency deployments.
- Process and fulfill supply and equipment requests from HWF operations and incident management teams.
- Maintain national logistics tracking systems, records, and reporting on inventory status, movement, and utilization.
- Manage the AdventureSmart program's material inventory at SARVAC Headquarters, including storage, tracking, replenishment, and order fulfillment.
- Contribute to logistics planning, budgeting inputs, after-action reviews, and continuous improvement of SARVAC's supply chain and operational readiness systems.
- Be prepared to assume a secondary Incident Command System (ICS) function (Incident Command, Operations, Planning, Logistics, or Finance & Administration) during SARVAC's response to HWF taskings.



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- Perform other related duties as assigned, consistent with the scope and skill set of the position.

Qualifications/Education Requirements:

- Post-secondary education in supply chain management and/or logistics, or a related field. A combination of education, training, and experience may be accepted.
- Minimum of 3 years of experience in the voluntary sector in Search and Rescue, emergency management, or a related field.
- Demonstrated and successful experience in logistics, inventory management, warehousing, or supply chain operations, including managing distributed assets and coordinating procurement, transportation, and fulfillment activities.
- Certification or experience in Incident Command System (ICS)
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and project management skills.
- Bilingual (English/French) is an asset.

Effort:

- Requires sustained attention to detail and strong organizational skills to manage multiple logistics activities simultaneously.
- Involves regular desk-based planning, coordination, documentation, and reporting tasks.
- Includes hands-on handling, organizing, packing, and movement of equipment and supplies at the SARVAC Headquarters logistics hub.
- Requires the ability to work independently, exercise sound judgment, and proactively identify and complete tasks without direction.
- Requires occasional physical effort, including lifting and preparing equipment for transport.

Working Conditions:

- Primarily based at SARVAC Headquarters with regular on-site presence required to manage the logistics and inventory hub.
- Combination of office-based work and warehouse or storage-area activities.
- Periodic travel required to decentralized equipment stashes, partner organizations, and training or planning locations.
- Work may involve irregular hours during emergency activations, including evenings and weekends as operational demands require.
- Fast-paced and dynamic environment during disaster response operations.
- Occasional exposure to outdoor environments and variable weather conditions when supporting equipment audits or deployments.
- Physical working conditions may include lifting, carrying, bending, and standing for extended periods.



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- May be required to travel, handle increased workload and deal with fluctuating work schedule due to special events.
- On an exceptional basis, the employee may be called upon to deploy emergency incidents that can vary depending on the nature of the incident and the specific role of the responder. Common work conditions may include a high stress environment, irregular working hours, physical demands, exposure to trauma, teamwork and collaboration, safety precautions, and travel and mobility

Salary:

Wage range: \$30-\$40 per hour (based on experience). Group and health benefits and up to 5% RRSP matching program offered.

How to apply:

To be considered an applicant, please submit your interest, **including a cover letter and resume**, to Paul French (jobs@sarvac.ca). Position open until filled. Incomplete applications may result in the applicant not moving forward in the screening process.