



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

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

Job Summary:

The HWF Operations Coordinator supports the operational readiness, coordination, and continuous improvement of SARVAC's Humanitarian Workforce Program. The primary role of the HWF Operations Coordinator is to ensure that the organization is prepared to respond to emergencies and disasters, and that response efforts are coordinated and effective. Reporting to the HWF Program Director, the position helps maintain operational plans, procedures, Mission Ready Packages, resources, and partnerships required to support effective emergency and disaster response.

The Coordinator works with SARVAC staff, provincial and territorial GSAR partners, government agencies, and other stakeholders to support preparedness and response activities. During activations or exercises, the position may assist with operational coordination and assume an appropriate Incident Command System (ICS) function as required.

Responsibilities:

- Develop and implement emergency management operational program workplan that is updated annually and reported against regularly.
- Maintain as current the programs concept of operations, standard operating procedures, and the mission ready packages.
- Develop and maintain relationships with external resources, such as emergency responders and government agencies, to ensure effective coordination during emergencies.
- Develop and maintain a database of emergency contacts and resources and ensure that emergency response plans are up to date.
- Provide consultation and support to managers and supervisors in responding to emergencies and managing the aftermath.
- Coordinate and lead emergency response teams during emergencies and ensure that response efforts are coordinated and effective.
- Monitor and evaluate the effectiveness of emergency management plans and make recommendations for improvements.
- Provide ongoing education and awareness to employees about the importance of emergency preparedness and the resources available to them.
- This position may be required to assume a secondary duty of an Incident Command System function (Incident Command, Operations, Planning, Logistics, Finance & Administration) during SARVAC's response to HWF taskings.
- May be called upon to perform other related duties as assigned by management that are related to or within the skill set of the person(s) holding this position.



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Qualifications/Education Requirements:

- Post-secondary education in emergency management, public administration, or a related field. A combination of education, training, and experience may be accepted.
- Experience and knowledge of SARVAC's Humanitarian Workforce Program.
- Minimum of 5 years of experience in the voluntary sector in emergency management or a related field.
- Knowledge of emergency management principles and practices.
- Hold a minimum of ICS 300 certification; preference given to those with a higher level.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and project management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Knowledge of relevant laws and regulations related to emergency management.
- Bilingual (English/French) is an asset.

Effort:

- Crisis response, problem solving and decision making.
- Emotional intelligence, resilience, and empathy.
- Learn and remember new tasks and processes.

Working Conditions:

- Work is normally carried out in a remote office setting (work from home) for 37.5 hours a week.
- Extended periods of sitting, while using a computer or other devices are likely.
- Work is to take place during office hours (Monday - Friday).
- 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 to 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: \$40-\$50 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.