



SARVAC'S Humanitarian Workforce (HWF) Program

Job Description

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

Job Summary:

The HWF Program Development Coordinator supports the Program Director in the day-to-day administration, coordination, and ongoing development of SARVAC's Humanitarian Workforce (HWF) Program. Working under the direction of the Program Director, the Coordinator assists in the implementation of program priorities related to emergency readiness, deployments, training, stakeholder engagement, and capacity-building initiatives. The position focuses on supporting daily operational activities, coordinating program transactions and communications, maintaining records and reporting, and assisting in the development and continuous improvement of program processes, resources, and initiatives, while ensuring alignment with organizational policies, governance requirements, and financial procedures.

Responsibilities:

- Support the Program Director in the development, implementation, and continuous improvement of SARVAC's HWF Program.
- Assist in the development, maintenance, and organization of operational policies, Standard Operating Procedures (SOPs), guidance documents, and emergency response frameworks.
- Support the alignment of SARVAC's HWF Program with national emergency management frameworks and GSAR best practices.
- Provide day-to-day coordination and administrative support to SARVAC HWF project team staff to help ensure project initiatives remain organized, supported, and on schedule.
- Assist with program administration activities, including tracking project deliverables, maintaining records, and supporting compliance with contribution agreements and budgetary processes.
- Support the preparation and coordination of reports, briefing materials, presentations, and other documentation for SARVAC leadership, the SARVAC Board, and funding agencies, including Public Safety Canada.
- Assist the Program Director in activities related to strategic planning, program sustainability, stakeholder coordination, and continuous program development.

Qualifications/Education Requirements:

- Post-secondary education in public administration, nonprofit management, emergency management, or a related field. A combination of education, training, and experience may be accepted.
- Strong project coordination skills, with the ability to manage multiple inputs and timelines independently.
- Excellent communication skills—both written and verbal—with a proven ability to synthesize diverse perspectives into clear, actionable content.



SARVAC'S Humanitarian Workforce (HWF) Program

Job Description

- Highly organized and detail-oriented, with strong document management and version control practices.
- Ability to engage collaboratively with a wide range of contributors and maintain professionalism in a remote working environment.
- Experience and knowledge of SARVAC's Humanitarian Workforce Program.
- Minimum of 1 year of experience in the voluntary sector in emergency management or a related field.
- 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.
- Bilingual (English/French) is an asset.

Effort:

- Emotional intelligence and empathy.
- Critical thinking, problem solving and decision making.
- Learn and remember new tasks and processes.

Key Competencies:

- Ability to work in high-pressure emergency environments
- Excellent written and verbal communication skills
- Problem-solving and adaptability in complex operational settings

Working Conditions:

- Work is normally carried out in a remote office setting (work from home) for 22.5 hours (3 days) a week.
- Work is to take place during office hours (Monday - Friday).
- Extended periods of sitting, while using a computer or other devices are likely.
- 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: \$30-\$35 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.