



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

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

Job Summary:

The HWF Program Director provides strategic and operational leadership for SARVAC's Humanitarian Workforce (HWF) Program and is responsible for the overall management, coordination, and continued development of the program. Reporting to the Executive Director, the Director leads the HWF project team, oversees program priorities, operational readiness and deployment capabilities, and ensures initiatives are delivered effectively and in alignment with SARVAC's organizational objectives, national emergency management frameworks and GSAR best practices. The role provides oversight of program budgets, contribution agreement requirements, policies, procedures, reporting and performance, while maintaining strong relationships with Public Safety Canada, Provincial/Territorial GSAR Associations, government agencies, NGOs, Indigenous partners, and other key stakeholders. The Director also provides leadership in the strategic development and long-term sustainability of SARVAC's HWF capacity, ensuring the program remains responsive, accountable, and prepared to support emergency management needs across Canada.

Responsibilities:

Program Oversight & Management

- Provide leadership in the development, implementation, and continuous improvement of SARVAC's HWF Program.
- Manage the development and maintenance of operational policies, Standard Operating Procedures (SOPs), and emergency response frameworks.
- Ensure SARVAC's HWF Program aligns with national emergency management frameworks and GSAR best practices.
- Manage and oversee SARVAC HWF project team staff to ensure they are supported appropriately and that project initiatives remain on task within an appropriate timeframe.
- Oversee program funding, ensuring compliance with contribution agreements and budgetary constraints.
- Prepare and submit regular reports to SARVAC leadership, SARVAC Board and funding agencies, including Public Safety Canada.
- Provide leadership in the development of a strategic plan/sustainability of the SARVAC HWF program.

Strategic & Stakeholder Engagement

- Serve as the primary liaison between SARVAC, Public Safety Canada, and other key national and provincial emergency management stakeholders.
- Collaborate with Provincial/Territorial GSAR Associations to integrate local GSAR teams into the HWF Program.



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

- Build and maintain partnerships with NGOs, Indigenous communities, government agencies, and private sector organizations.
- Represent SARVAC at national emergency response meetings, conferences, and working groups.

Emergency Response Coordination

- Oversee SARVAC's operational response capabilities, ensuring efficient deployment of HWF responders during disasters.
- Work closely with SARVAC's HWF project team to ensure mission readiness and logistical support for SARVAC HWF deployments.
- Support the activation of Mission Ready Groups (MRGs) and coordinate response activities with relevant stakeholders.
- Maintain SARVAC's National Readiness System (NRS) to track volunteer availability and deployment capacity.

Qualifications/Education Requirements:

- Post-secondary degree in Emergency Management with a minimum 10+ years of experience in emergency management, disaster response, search and rescue, or related fields.
- Leadership & Management: Proven experience leading large-scale programs, managing teams, and coordinating multi-agency responses.
- Strategic & Financial Oversight: Strong background in program development, financial management, and compliance with government funding agreements.
- Stakeholder Engagement: Experience working with government agencies, NGOs, and volunteer organizations at a national or provincial level.
- Operational Readiness & Deployment: Knowledge of Incident Command System (ICS), search and rescue coordination, and disaster response logistics.
- Hold a minimum of ICS 200 certification; preference given to those with a higher level.
- Experience and knowledge of SARVAC's Humanitarian Workforce Program.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Knowledge of relevant laws and regulations related to emergency management.
- Familiarity with Public Safety Canada's HWF Program and the SARVAC HWF National SAR Operations Concept (NSOC).
- Experience managing volunteer-based emergency response programs.
- Strong understanding of GSAR operations, training standards, and team deployments.
- Bilingual (English/French) is an asset.

Key Competencies:

- Strong leadership and decision-making skills
- Ability to work in high-pressure emergency environments
- Excellent written and verbal communication skills
- Effective stakeholder relationship management



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

- Problem-solving and adaptability in complex operational settings

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 work from home office setting 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 schedules 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: \$45-\$55 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.