



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

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

Job Summary:

The HWF Training Coordinator is responsible for developing, coordinating, and delivering training programs for emergency management personnel. They work closely with Provincial and Territorial Associations and local teams to identify training needs and develop training programs that meet those needs. The HWF Training Coordinator is responsible for ensuring that all training programs are up-to-date, relevant, and effective.

Responsibilities:

- Develop and maintain a training work plan that is updated annually and reported on a regular basis.
- Develop and coordinate emergency management training programs for personnel.
- Work with Provincial and Territorial Associations and local teams to identify training needs and develop training programs that meet those needs.
- Ensure that all training programs are up-to-date, relevant, and effective.
- Develop and maintain training materials, including manuals, presentations, and other training aids.
- Coordinate and schedule training sessions, including logistics, equipment, and facilities.
- Evaluate the effectiveness of training programs and make recommendations for improvements.
- Maintain records of training activities and ensure that all personnel are properly trained and certified.
- Develop and maintain relationships with external training providers and other emergency management organizations.
- Stay up to date with the latest trends and best practices in emergency management training.
- 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.

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 training or a related field.
- Strong knowledge of emergency management principles and practices.
- Excellent communication and interpersonal skills.
- Strong organizational and project management skills.



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- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and other training software.
- Ability to travel as needed.
- Bilingual (English/French) is an asset.

Effort:

- Critical thinking, problem solving and decision making.
- Learn and remember new tasks and processes.
- Instruction, demonstration, and observation skills.

Working Conditions:

- Work is normally carried out in a remote 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 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-\$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.