



# Native Council of PEI

## Job Posting – Emergency Response Coordinator

|                    |                                                                         |                         |                                                        |
|--------------------|-------------------------------------------------------------------------|-------------------------|--------------------------------------------------------|
| <b>Job Title:</b>  | Emergency Response Coordinator                                          | <b>Position Type:</b>   | Full Time                                              |
| <b>Location:</b>   | Charlottetown                                                           | <b>Travel Required:</b> | Frequently                                             |
| <b>Wage:</b>       | \$20 per hour                                                           | <b>Hours Per Week:</b>  | 37.5<br>10-week contract                               |
| <b>HR Contact:</b> | <a href="mailto:humanresources@ncpei.com">humanresources@ncpei.com</a>  | <b>Date Posted:</b>     | January 10, 2023                                       |
| <b>Website:</b>    | <a href="http://ncpei.com/employment/">http://ncpei.com/employment/</a> | <b>End Date:</b>        | Competition will remain open until position is filled. |

### Applications Accepted By:

#### FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources  
 Subject Line- Emergency Response Coordinator  
 Fax Number-(902)368-7464 Email- [humanresources@ncpei.com](mailto:humanresources@ncpei.com)

### Job Description

#### POSITION SUMMARY:

The Emergency Response Coordinator works closely with NCPEI Program Coordinators and Finance Director to provide assistance to off-Reserve Indigenous peoples on PEI who are negatively impacted by the COVID-19 pandemic and in need of support.

#### ROLE AND RESPONSIBILITIES

- Maintain and work within a budget as per funding requirements
- Provide capacity for NCPEI to address the large volumes of calls for emergency COVID-19 assistance.
- Create an information tracking process to ensure the off-Reserve Indigenous peoples on PEI are fully supported and requests are followed-up.
- Assist Elders, Youth, LBGTQQ2S+ and families in the community who are at risk of becoming homeless by collaborating with NCPEI staff, provincial and community organizations/groups to break-down barriers to accessing shelter.
- Respond to requests from the off-Reserve Indigenous peoples on PEI for emergency assistance in the form of personal and/or family needs.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post-secondary education in a related field or equivalent education/experience would be considered an asset.
- Demonstrated understanding of the Native Council of PEI and the off-Reserve Indigenous peoples on PEI
- Demonstrated success working with, and understanding the challenges of, vulnerable populations
- Demonstrated success working with off-reserve Indigenous communities considered an asset
- Ability to collect and compile data and prepare written reports.
- Valid driver's license and a reliable vehicle.
- Vulnerable record check is required prior to commencing employment.