

Job Description

Emergency Management Specialist

Northern BC Tourism Association (NBCTA) is seeking a talented individual to join our team as an Emergency Management Specialist for a term position to March 31, 2025.

- Are you passionate about tourism, travel and working collaboratively within a team?
- Are you interested in contributing to an exciting industry and building a diversified economy in northern BC?
- Do you want to spend your day communicating with multiple stakeholders and doing creative problem-solving?
- Do you have strategic foresight, a keen eye for detail, and excellent organizational skills?
- Are you comfortable working remotely and independently?
- Do you enjoy working to support communities, businesses and organizations?
- When multiple balls are in the air do you excel in identifying priorities?

Our team is small, but mighty. What we need is an energetic, independently minded, professional, and organized emergency management and communications professional to support the visitor economy in Northern BC through emergency management and preparation.

Summary of Position:

The Emergency Management & Community Engagement specialist is a term position ending on March 31, 2025. The position is primarily focused on developing, maintaining, and advocating for emergency management plans and materials for the Northern BC Region. The position will also engage and liaise with communities in the region.

Responsibilities:

Emergency Management

- Review, update, and develop an emergency management plan for the Northern BC Region
- Work with Ministry of Tourism, Arts, Culture and Sport, Ministry of Emergency Management and Climate Readiness, other relevant

Ministries, Destination BC, community tourism organizations, and rights holders and stakeholders to ensure alignment of emergency management and response plan(s)

- Serve as a member of emergency management planning team(s) in the regional and provincial tourism industry
- Be the key point of contact for Northern BC Tourism Association and the Northern BC Region for emergency response
- In the event of an emergency response, act as a support for the Provincial Regional Emergency Operations Centre
- Connect with communities and understand their current and ongoing needs in the areas of emergency management and tourism destination management
- Build and foster relationships with key rights holders, stakeholders, partners, and community leaders
- Amplify Northern BC Tourism Association as an organization to external parties in the Northern BC Region

Job Requirements & Qualifications

- Post-secondary education in a relevant field such as emergency management, tourism, public relations, media relations, or communications and marketing
- A minimum of 3-5 years in a role that requires organization, engagement, and project management skills relating to communications and engagement or emergency management
- Experience in working and liaising with various levels of government
- Working experience in emergency management is desired, but not required

Skills and Abilities

- Excellent verbal and written communication skills
- Effective writing skills and proven ability to develop well-constructed communications
- Excellent people skills, with a noted ability to build relationships that are respectful and highly collaborative
- An outgoing personality that thrives in meeting new people
- An ability to juggle multiple and competing priorities with a high degree of organizational skill
- A preference for working in a team environment, with a great deal of flexibility and self-management

- A high degree of sensitivity in dealing with government, public, staff, board, rights holders, and stakeholders
- Able to work flexible hours, including evenings and weekends
- Able to travel, including use of personal vehicle
- Ability to uphold and embody the core values of Northern BC
- Ability to maintain an up-to-date budget

This is a term position to March 31, 2025 with eligibility for benefits after a 3 month probation period. The anticipated start date is May 24, 2024.

Please email resume and cover letter to jennifer@nbctourism.com. Applications will be accepted until the position is filled.

Wage: \$30-33 per hour, 37.5 hours per week

About Northern BC Tourism Association:

Northern BC Tourism Association (NBCTA) works to develop, support, and sustain the tourism sector in northern BC and is one of five regional destination management organizations in the province. NBCTA is a non-profit association led by a board of directors elected by industry, and works collaboratively with the provincial government and Destination BC, a Provincial Crown Corporation, to advance the tourism sector throughout the region.