



**Meadow Lake Tribal Council
8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
S9X 1T8**

Emergency Response/COVID Coordinator Employment Opportunity

The MLTC Health & Social Development Department is seeking a highly motivated individual to fill the 1-year term position of Emergency Response/COVID Coordinator (ERCC).

The ERCC will assist and maintain a comprehensive database system to assist with Emergency Management and Planning with the Meadow Lake First Nations. They will monitor and report on the Emergency Management (Fire, Flood, COVID, Search & Rescue, etc.) response. This position includes organization of personal protective equipment (PPE), administration, proposal development, and reporting to Leadership. The ERCC will work closely with the Senior Emergency Response Plan Coordinator, members of the Pandemic Committees of the Meadow Lake First Nations and other concerned parties (SHA, MLTC, NITHA, ISC) to develop and assist with the implementation and ongoing emergency and COVID-19 pandemic needs.

Qualifications:

- Relevant diploma or degree with a minimum of 2 years of relevant experience.
- Experience working with First Nation organizations and familiarity with First Nation culture, history, and governance is considered a valuable asset.
- Excellent verbal and written communication skills and demonstrated organizational skills, with an emphasis on collaborative problem solving.
- Proficient with computers, i.e. Microsoft Office: Word, Excel, PowerPoint, Outlook.
- Willingness to travel extensively and possession of a valid Class 5 driver's licence.
- Able to work under pressure, independently, and within a team environment.
- High level of confidentiality, personal and professional integrity.

Interested applicants are invited to submit: A letter of application; resume stating qualifications and employment history; copies of credentials; current RCMP Security Clearance/Vulnerable Sector Check; a copy of valid driver's license; and a list of three (3) current professional *supervisory* references to:

**Human Resource Department
8003 Flying Dust Reserve
MEADOW LAKE, SK S9X 1T8
Email: hrdepartment@mltc.net
Phone: (306) 236-5654 Fax: (306) 236-3509**

For more information, please contact Marcia Mirasty, Senior Director of HSD @ (306) 236-5817 or visit the MLTC website @ www.mltc.net

Deadline: Friday, July 23, 2021

*MLTC sincerely appreciates and thanks all individuals for their applications,
however, only those selected for an interview will be contacted.*