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8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
S9X 1T8

Meadow Lake Tribal Council

Emergency Response Coordinator Employment Opportunity

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- *This competition is open to all applicants; and*
- *Preference will be given to First Nation or other Indigenous applicants who possess the qualifications, knowledge and skills to meet the minimum suitability requirements as stated for the position*

MLTC Program Services Inc. is seeking a dynamic, highly motivated individual to fill the full-time term position of Emergency Response Coordinator. The Emergency Response Coordinator will play a critical role in developing, organizing, and implementing emergency response planning initiatives among MLTC member First Nations. The position will assist with the implementation and ongoing evaluation of Community All Hazard Emergency Response Plans, increase awareness and preparedness for emergency planning, and coordinate flood hazard identification and mapping initiatives to support future emergency preparedness and response efforts.

MLTC offers competitive wages and a comprehensive benefits package including Dental, Extended Health, Sick Leave, and Pension Plan matching opportunities.

Duties (include but are not limited to):

- Assess the emergency response needs of member First Nations and support the development and implementation of Community All Hazard Emergency Response Plans.
- Coordinate flood mapping initiatives through community engagement and support the exchange of knowledge between Indigenous communities and scientific partners.
- Schedule and coordinate project activities to meet project goals, timelines, and community priorities.
- Assist with training opportunities related to emergency response, emergency preparedness, and fire protection.
- Identify project plans, including objectives, timelines, and resource requirements for emergency response initiatives.
- Coordinate with internal and external stakeholders to ensure effective collaboration and communication throughout projects.
- Monitor and evaluate project progress and adjust plans as required to meet emerging community needs.
- Support the development and enhancement of emergency response strategies, protocols, and best practices.
- Maintain program records, data entry systems, statistical reporting, and project documentation.
- Prepare verbal and written reports, recommendations, and presentations for Chiefs and Councils, Health Committees, Directors, management, and community stakeholders.

- Liaise with federal, provincial, Indigenous, and community partners to strengthen emergency preparedness and response capacity.
- Other duties as assigned

Qualifications:

Minimum:

- Relevant education and/or experience may be considered.
- Minimum two (2) years of related experience.

Preferred:

- Knowledge of First Nations Emergency Management protocols, disaster management, and risk mitigation practices.
- Relevant Diploma or Degree in Emergency Management, Emergency Response, Public Health, Project Management, or a related field.

Other:

- Strong administrative, organizational, and project management skills.
- Excellent verbal and written communication skills with demonstrated collaborative problem-solving abilities.
- Experience working with First Nations organizations and knowledge of First Nations culture, history, and governance.
- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook.
- Demonstrated ability to maintain accurate documentation, records, and reports.
- Ability to work effectively in a team environment with staff, other MLTC departments, and the First Nation communities.
- Ability to prioritize multiple demands and work under pressure while meeting strict deadlines.
- High level of confidentiality, professionalism, integrity, and accountability.
- Knowledge and understanding of Indigenous communities and emergency preparedness challenges is considered an asset
- Maintain confidentiality and safe keeping of agency/client information.
- Willingness to travel extensively and possession of a valid Class 5 Driver's License.
- Preference will be given to individuals who speak Cree and/or Dene.

Interested applicants are invited to submit: A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance (Criminal Record Check inclusive of the Vulnerable Sector Check), a copy of your valid driver's license, and three (3) recent professional *supervisory* references.

Options to apply:

1. Apply online at: <https://www.mltc.net/employment/>
2. Email application to hrdepartment@mltc.net
3. Drop off your application at the MLTC Main Office
4. Fax your application to 306-236-3509

If you are having trouble with applying, please reach out to the HR Department at hrdepartment@mltc.net

For more information, please contact our *Senior Director of Programs* @ (306) 236-5654.

Deadline: Friday, October 2nd 2026

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