

JOB POSTING

ROLE TITLE: Marine Safety and Response Coordinator-Training Position
DEPARTMENT: Administration
REPORTING TO: Ditidaht First Nation Administrator
LOCATION: Ditidaht First Nation Office



JOB SUMMARY

Reporting to the DFN Administrator, the DFN Marine Safety and Response Manager directs, coordinates, implements and evaluates all program and activities in relation to developing a Ditidaht First Nation- Marine Safety and Response Plan with the Canadian Coast Guard.

DUTIES AND RESPONSIBILITIES

The DFN Marine Safety and Response Coordinator oversees and carries out program development, work planning, consultations and negotiation of the Co-Development of Community Response Agreement and liaison with the Canadian Coast Guard. Work with the DFN Natural Resource Manager and Fisheries Manager in developing the Marine Safety and Response Plan. Engage the Ditidaht Membership in community engagement meetings.

PERSONAL CHARACTERISTICS

- Strong interpersonal skills and ability to work well within a team
- Able to work well and respectfully with community members, maintaining confidentiality as appropriate
- Self-motivated and able to work independently and as part of a team
- Able to maintain confidentiality
- Strong interpersonal skills
- Able to handle conflict with sound judgement

SKILLS/QUALIFICATIONS: (may be enhanced with training on the job)

- High School Diploma or Equivalent Certificate
- Strong oral and written communication skills
- Public speaking and facilitation skills
- Well-organized and makes good use of systems to track tasks, schedules, etc.
- Ability to assist in proactively identifying and serving the communications needs of the DFN and Communities
- Strong planning, critical thinking and analytical skills and ability to find creative solutions to problems and project delivery requirements
- Working knowledge of Microsoft Office Word. Familiarity with Excel, PowerPoint, and Publisher are assets, or willingness to learn
- Ability to maintain good office systems, including electronic file management and use of online systems such as DropBox
- Current BC Driver's License (or willingness to obtain one). Vehicle an asset

LOGISTICS and PROCEDURES

- Hours of Work: 8:30 – 4:30 Monday to Friday (or as agreed upon with DFN Administrator)
Note: Some communications activities such as conferences, meetings etc may require individuals to have a willingness and ability to work variable hours, including weekends and evenings

Please submit your resume and cover letter to Jeneen Hunt, Administrator

Fax Number: 250-745-3332

Email: jhunt@ditidaht.ca

Deadline: February 7, 2020

Only those shortlisted for an interview will be contacted.