



Whitefish River First Nation

is seeking a

Marine and Emergency Liaison Officer

Term: Full-time - Contract

Salary: \$23-30 / hour (Depending on education and experience)

The Marine and Emergency Liaison Officer position will play a crucial role in fostering collaboration between the Whitefish River First Nation community and the Canadian Coast Guard Auxiliary, primarily focusing on enhancing the Whitefish River First Nation Search and Rescue (WRFN SAR) team. The Marine and Emergency Liaison Officer will also be a vital link, ensuring effective communication, cooperation, and development of maritime safety initiatives and emergency services. This position will also oversee the Health and Safety Committee to ensure policies and procedures are in place to provide a safe working environment for all administration staff.

Key Responsibilities (including but not limited to):

- Respond to incoming departmental communications (public inquiries, phone calls, and emails), ensuring the Infrastructure and Emergency Services Manager is informed of all matters of importance.
- Schedules appointments, as directed, for the Infrastructure and Emergency Services Manager or Fire Chief.
- Ensures all Fire Service files are maintained in accordance with the policies set out by the Infrastructure and Emergency Services Manager.
- Acts as a liaison between Whitefish River First Nation and the Canadian Coast Guard Auxiliary to facilitate effective communication and collaboration.
- Fosters positive relationships and partnerships to enhance maritime safety and emergency response capabilities.
- Works towards the growth and development of the WRFN Search & Rescue team.
- Assists in promoting and recruiting qualified individuals within the Whitefish River First Nation community for the SAR team.
- Identify, coordinate, and provide access to training programs and workshops relevant to maritime safety for the WRFN Coast Guard Crew and organize training sessions and seminars for Whitefish River First Nation community members to enhance awareness and preparedness for home and safety fire-related emergencies.

Qualifications:

- A diploma in data management, GIS analysis, environmental science, environmental studies, emergency preparedness, or marine science or an acceptable combination of education, training, and work experience.
- At least two years of experience working in a professional setting in a relevant field (e.g., Environmental Science, GIS analysis, Public Outreach.).
- Knowledge of maritime safety, emergency response, and SAR operations.
- Knowledge and understanding of fire operations and emergency planning and response.
- Excellent communication and interpersonal skills.
- Ability to organize and facilitate training sessions and workshops.
- Experience in recruitment and community engagement sessions would be an asset.
- Familiarity with the Canadian Coast Guard Auxiliary and its operations would be an asset.
- Familiarity with the National Fire Code would be an asset.
- Ability to speak Anishinabemowin and participate in the culture and traditions of the Anishinabek people.

For a complete job description, email hrmanager@whitefishriver.ca

Upon Hire:

- Must provide a Criminal Reference Check.
- Must possess a valid Ontario driver's license and access to a dependable vehicle.

THE APPLICATION DEADLINE IS JULY 5th, 2024, AT 12:00 P.M.

Candidates are requested to submit an application that will include an updated cover letter and resume detailing education and qualifications, including contact information for two (2) professional references and one (1) character reference to:

Confidential: Marine and Emergency Liaison Officer

c/o Human Resources; Whitefish River First Nation
17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0
Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.