



Make working for
The City work for you.



Coordinator, Canada Task Force 2

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Canada Task Force 2 (CAN-TF2), part of Emergency Management Operations, is an all-hazards disaster response team ready to assist local authorities with Urban Search and Rescue (USAR) and other emergency and disaster response anywhere within Alberta or across Canada. As the Coordinator, you will be responsible for overseeing the operational and strategic priorities for the Canada Task Force 2 program. You will manage the core CANTF2 staff team and the volunteer program for more than 160 members to ensure CAN-TF2 is equipped, prepared, and qualified to respond to disaster events. Primary duties include:

- Provide leadership and Human Resource functions for the Canada Task Force 2 program.
- Provide staff supervision and oversight for both paid employees and volunteer team members, while fostering the CAN-TF2 team culture of support, mentorship, and volunteerism.
- Manage and report on operating and capital budgets, procurement, and grant funding from other levels of government and the private sector.
- Work with partners from all levels of government, and other sectors and jurisdictions to advance the National USAR program, Provincial All Hazards Incident Management program, and other priority initiatives.
- Coordinate team deployments and provide leadership during CAN-TF2 disaster incident responses.
- Participate and support Emergency Management Response in The City of Calgary including roles in the Emergency Operations Centre (EOC) and On Call responsibilities.

Qualifications

- A degree in Emergency Management, Public Safety, Public Policy, Leadership, Business Continuity, or another relevant field.
- At least 5 years of experience in Emergency Management, emergency response (Fire, Policing, Medical, Search and Rescue), disaster services, or public safety, including supervisory experience.
- A valid Class 5 Driver's Licence (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending OR; a valid Graduated Driver's License (GDL) with no more than 4 demerits and no current suspensions or charges pending.
- Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM), or other professional designation in emergency services will be considered an asset.
- Experience in USAR or Incident Management Team disaster responses will be an asset.
- Experience with financial accountability, including grant applications and reporting and budget management will also be an asset.
- The ability to develop policy and procedure, and comfort with public speaking, group facilitation, and delivery of presentations.
- Strong communication and leadership skills, the ability to work well in a team environment, excellent planning and organization skills, a high attention to detail, an ability to manage multiple priorities, and the capacity to work well under high-intensity or high-stress situations (i.e. during disaster response).

Working Conditions: This position is primarily based in an office environment. There may also be exposure to hazardous conditions during training and exercises or working in austere conditions during disaster deployment. Travel and occasional after-hours participation in events and meetings may be required.

Pre-employment Requirements

- An enhanced security clearance will be conducted.
- Must obtain a City of Calgary [operator's permit](#).
- Successful applicants must provide proof of qualifications.

Union: Exempt
Position Type: 1 Permanent
Compensation: Level F \$94,168 – 144,228 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Emergency Management & Community Safety
Location: 5705 23 Avenue SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: April 26, 2024
Job ID #: 309713

Apply online at www.calgary.ca/careers