



Port Alice Emergency Coordinator

The Village of Port Alice is seeking a motivated individual for the volunteer position of Emergency Coordinator.

Reporting to the Chief Administrative Officer, the Coordinator is responsible for emergency response preparation and maintenance of the Port Alice Emergency Plan, updating contact lists and organizing and providing for staff training.

The successful candidate(s) will possess excellent communication skills and be able to effectively liaise with and coordinate with other emergency responders, regional emergency-appropriate agencies, management staff, and volunteers. Previous experience in emergency management would be an advantage. This is a volunteer position which comes with an honorarium of \$2400/year.

Please forward a letter of interest which includes any experience or education relevant to the position, **no later than 4:00 p.m. on August 29, 2025** to the attention of:

Bonnie Danyk, CAO

Email: info@portalice.ca

Mail: Box 130, Port Alice, BC V0N 2N0 or

Deliver by hand: 1061 Marine Drive, Port Alice