Emergency Program Coordinator Job Description

Emergency Manager

Similar Names: Emergency Planner, Emergency Program Coordinator

Position Overview:

Emergency Managers, Emergency Planners and Emergency Program Coordinators are employed with local communities, government agencies and private organizations. They are responsible for creating emergency management plans, encompassing the five phases of emergency management: prevention, mitigation, preparation, response and recovery. Additionally, they manage and coordinate all emergency management training and exercises, set-up and maintain an Emergency Operations Centre and create strategic relationships with community, industry, organization and government agencies.

Typical Duties:

- Create the organization’s emergency management plan and ensures it’s in compliance with local, provincial, federal laws and industry regulations (where required)
- Coordinate emergency management training, including exercises
- Set-up and maintain an Emergency or Department Operations Centre
- Create strategic relationships with all stakeholders who may be involved in an emergency, such as government agencies, community groups, employees, volunteers and private organizations.

Experience/Skills Required:

- Effective communication skills
- Ability to develop positive relationships with different stakeholders
- Strong computer skills (MS Office)
- Able to work under minimal supervision in stressful situations and make decisions.
- Strong office and project management skills
- Knowledge of emergency management, including processes, policies and laws.

If you are new to the field of emergency management, you can gain experience by volunteering with Emergency Social Services or Search and Rescue.
**Education Required:**

Typically, Emergency Managers or Emergency Program Coordinators are expected to have at the minimum a certificate in emergency management. This could be supplemented by a certificate in emergency management exercise design or a diploma or degree in emergency management. JIBC programs:

- Emergency Management Certificate
- Emergency Management Exercise Design Certificate
- Diploma in Emergency and Security Management
- Bachelor of Emergency and Security Management Studies

**Salary Range:**

As an Emergency Manager, Emergency Program Coordinator or Emergency Planner, you can expect a salary in the range of $50,000 to $85,000 annually, depending on experience.

**Industries:**

Every local community is required by law to employ an Emergency Management position. Additionally, Emergency Management positions are found in provincial and federal government agencies, hospitals, universities and colleges, and many private organizations, especially in the transportation, utilities, hospitality and recreation industries.