

JOB DESCRIPTION

TITLE: Program Support Consultant

ROLE: Reporting to the Board of Directors for the Chinook Emergency Response Society (CERS), this position serves as the primary support to the Board. The Program Support Consultant (PSC) takes direction from the board and is responsible for ensuring the efficient and effective operation of all aspects of the Society.

RESPONSIBILITIES:

- **Community Meetings**
 - Organizing dates and venue
 - Preparing agenda and support documents
 - Recording and distributing minutes
 - Chairing meetings at the boards request
 - Representing CERS at events and meetings hosted by other organizations

- **Regular Board and Annual General Meetings**
 - Organizing dates and venue
 - Preparing agenda and support documents
 - Recording and distributing minutes
 - Overseeing all required voting
 - Chairing meetings when there is a board request

- **Communication**
 - Website
 - Setting up and maintaining the societies website.
 - Creating content and regular updates
 - Facebook
 - Setting up and maintaining the societies website.
 - Creating content and regular updates
 - Newsletters
 - Planning, creating, printing and organizing the distribution of the seasonal newsletters
 - Posters
 - Planning, creating, printing and distributing posters when needed
 - Examples include community meetings, fire bans, and other communications

- **Program Development**
 - Working with the board on developing new projects and programs

- Researching funding and proposal opportunities to help move society's mission forward
- Writing and submitting proposals
 - Filling out applications
 - Meeting with partners
 - Requesting support letters
- **Program Reporting**
 - Working with the board and funders to ensuring all reporting requirements are met
 - Keeping accurate records and accounts
- **Society responsibilities**
 - Ensures the Society's records and information are properly secured, and remain confidential and include the following:
 - Personal information obtained as a regular part of service provision
 - Society documents
 - Ensuring the Society's filings are accurate and up to date
- **Policy**
 - Researching and creating draft policy documents for the board to review
- **Emergency Response coordination**
 - Coordination of community emergency events
 - Communicate with POD leaders and leaders of organizations (SSVFD, Waterbridge, BCWFS, RDBN, Emergency Management BC etc.)
 - Update the community as appropriate
- **Community and Media Relations**
 - Answering inquiries from the community and the media on behalf of the board
 - Building relationships and maintain communication with First Nations, local governments, and other organizations

SKILLS:

- Relevant post-secondary education experience with non profit operations, organizational development.
- Excellent research and analytical skills
- Excellent communication, interpersonal, analytical and problem-solving skills and an ability to collaborate and cooperate with others for both immediate and strategic outcomes
- Extensive experience with the management of multi-contracts and funders who require many different reporting structures, mandates, objectives and outcomes
- Proven ability to draft comprehensive proposals to acquire the services and the funding needed to meet the expressed need of the community
- Relevant practice in the design, development, implementation and management of system wide accountability structures.



Chinook Emergency Response Society

March 13, 2023

- Demonstrated understanding of cross-cultural and inter-cultural contexts in organizational development, with direct experience with First Nations and Indigenous groups and individuals.
- Proven ability to deliver services with a caring, approachable, non-judgemental demeanor which encourages clients, team members and others to feel comfortable and respected
- Exceptional judgement, decision-making, organizational, planning and problem-solving skills
- Ability to work independently, employing initiative and judgement at a high level
- Demonstrated commitment to the local community and organizational development

CONTRACT PARAMETERS:

- Wage – Commensurate on experience
 - Billed at 15 min intervals
- Travel - \$0.68 per km (CRA rate)
- Purchases approved by the board
- Office/computer/cell phone/printer/cloud use - \$40 per month

WORKING CONDITIONS:

- May be required to work evenings and weekends
- Must provide personal computer, cell phone printer and office space
- Travel within the region and overnight stays may be required
- Will be required to use own vehicle and possess valid class 5 driver's license, satisfactory driver's abstract and abide by conditions stated on the Driver Information form