



CONTRACT OPPORTUNITY

Request for Applications – Emergency Measures Coordinator (EMC)

The Rural Community of Maple Hills is seeking a qualified individual to provide part-time contracted services as its Emergency Measures Coordinator (EMC).

Posting Date: September 21, 2026

Application Deadline: October 23, 2026, at 4:00 p.m.

View the full opportunity and application requirements below.

Position Summary:

Reporting to the Chief Administrative Officer (CAO), the EMC will support the Municipality's ongoing emergency management program, including preparedness, planning, training, exercises, emergency coordination and liaison with municipal, regional and provincial emergency management partners. The EMC will also serve as the **designated alternate to the Director of MEMO**.

Key Responsibilities:

The successful contractor will be responsible for:

- Coordinating and supporting the Municipality's emergency preparedness and management program;
- Coordinating the annual review and ongoing maintenance of the Municipal Emergency Measures Plan (MEMP);
- Maintaining emergency contact information, procedures, resource inventories and supporting documentation;
- Supporting the operation and continued development of MEMO;
- Ensuring the Municipal Emergency Coordination Centre (MECC) is maintained in an appropriate state of readiness;
- Providing emergency management orientation and training and coordinating exercises;
- Serving as a primary operational liaison with the New Brunswick Emergency Measures Organization (NBEMO), regional emergency management partners, first responders and other agencies;
- Supporting and coordinating municipal emergency response activities when required;
- Activating and coordinating the operation of the MECC in accordance with the MEMP;
- Providing timely advice, situational information and recommendations to the CAO; and
- Serving as the designated alternate to the Director of MEMO when required and authorized in accordance with the MEMP and applicable legislation.



Qualifications:

Candidates should possess a combination of relevant education, training and practical experience in emergency management, public safety, municipal government, first response, business continuity, incident management or a related field.

The preferred candidate will have:

- A minimum of three (3) years of relevant experience;
- Training and experience with the Incident Command System (ICS);
- Knowledge of New Brunswick's emergency management framework and the role of NBEMO;
- Knowledge of the *New Brunswick Emergency Measures Act* and municipal responsibilities during emergencies;
- Strong communication, leadership, organizational and analytical skills;
- Sound judgement and the ability to remain effective in stressful or rapidly changing situations;
- Strong computer and electronic communication skills; and

A valid driver's licence and reliable transportation.

Availability and Contract

This is a **part-time contracted services position** with an agreed level of routine monthly service. Due to the nature of emergency management, the successful contractor must be reasonably available outside normal municipal business hours and be prepared to respond to urgent emergency management matters and attend the MECC or another designated location when required.

Emergency activations, extraordinary assignments and approved training or conference attendance may fall outside the regular level of service and will be addressed in accordance with the Service Agreement.

To Apply:

Interested candidates are invited to submit a cover letter and resume outlining their qualifications and relevant experience to:

Hanna Downey

Chief Administrative Officer
Maple Hills Rural Community
info@maplehill.ca



We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

The Rural Community of Maple Hills reserves the right not to select a candidate through this process and may reissue the opportunity if a suitable candidate is not identified.