Job Posting

REMO Outreach Coordinator
(1 Year Term)

The Regional Emergency Management Office Outreach Coordinator supports emergency management efforts by strengthening community preparedness and resilience across the Cumberland Region. This role focuses on developing and delivering outreach strategies, educational programs, and public engagement initiatives that promote emergency readiness. Working closely with municipalities, community organizations, and regional partners, this position builds strong relationships to support coordinated planning and response. The REMO Outreach Coordinator also contributes to emergency operations during activations by supporting regional coordination, communications, and situational awareness. Please note that this position is subject to budget approval.

See below for detailed position description and salary

Deadline for resumes is Friday, March 20, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume “REMO Outreach Coordinator (1 Year Term)”

Department of Protective Services: REMO Outreach Coordinator (1 Year Term)

Job Title

Regional Emergency Management Office Outreach Coordinator (1 Year Term)

About the Role

The REMO Outreach Coordinator supports emergency management efforts by strengthening community preparedness and resilience across the Cumberland Region. This role focuses on developing and delivering outreach strategies, educational programs, and public engagement initiatives that promote emergency readiness. Working closely with municipalities, community organizations, and regional partners, this position builds strong relationships to support coordinated planning and response. The REMO Outreach Coordinator also contributes to emergency operations during activations by supporting regional coordination, communications, and situational awareness.

This position reports to the Director of Protective Services who is also the designated Regional Emergency Management Coordinator for the Region.

Responsibilities and Duties

a. Maintain a thorough understanding of: Municipal by-laws, policies and procedures; provincial laws; and applicable guidelines.
b. Research and create innovative outreach programs and materials to effectively engage communities, raise awareness about emergency preparedness, and ensure that specific regional needs are addressed.
c. Lead the development and implementation of outreach and engagement strategies in the assigned region and other regions across the province.
d. Build and maintain strategic partnerships with municipalities, community organizations, non-government organizations, and other regional partners.
e. Develop and deliver educational content and community programs that increase awareness about emergency preparedness and disaster recovery.
f. Coordinate and facilitate workshops, training sessions, and public events to encourage active participation.
g. Tailor outreach programs to meet the specific needs of diverse communities, including vulnerable populations.
h. Provide advice and expertise on effective outreach methods to influence community behavior and improve preparedness.
i. Strengthening local and regional emergency preparedness through outreach and education to Nova Scotians at community events, schools, organizations, and through information sessions.
j. Participate in shared service agreements with other municipalities, as required.
k. Perform other duties as assigned or required.
l. May be required to work overtime on occasion, especially during emergencies or disasters.

m. May be required to work outside of regular work hours.
n. Frequent travel within the Municipality and other areas in the Province.

Qualifications

a. The ideal candidate will possess a strong commitment to emergency management, community engagement, and program delivery.
b. Experience in developing and delivering outreach programs, public education campaigns, marketing or communications materials, or community engagement activities.
c. Strong interpersonal and communication skills, with the ability to work effectively with a wide range of stakeholders, including municipalities, non-government organizations, and diverse community groups.
d. Experience in emergency management planning and response, particularly in a regional or municipal context.
e. Knowledge of emergency preparedness and disaster recovery.
f. Training in the Incident Command System (ICS).
g. Ability to develop and manage educational content, presentations, and training materials for diverse audiences.
h. Experience working with vulnerable populations and understanding their unique challenges.
i. Proven ability to evaluate program effectiveness and make data-driven decisions to improve outreach efforts.
j. Strong organizational and time-management skills, with the ability to manage multiple priorities and projects effectively.
k. A valid Nova Scotia driver's license.
l. Occupational Health and Safety courses in WHMIS, First Aid, Fire Extinguisher use.
m. Excellent communication and interpersonal skills
n. Strong problem-solving and decision-making skills.
o. Experience working with Windows operating systems and Microsoft Office programs.
p. Experience working with municipal governments is considered an asset.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Level 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$63,069	$65,420	$67,772	$70,123	$72,474	$74,825

This is a one-year term position based at the Municipality's office in Upper Nappan and requires regular travel within the Municipality.

**Please note that this position is subject to budget approval

Other benefits include, but are not limited to:

- Compressed work week policy
- Employee wellness and social programs

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment, it can be found here:

https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policyhandbook-october-2024-1/file.html