

# EMPLOYMENT OPPORTUNITY

## Community Disaster Awareness Assistant - Term Position

**POSTING No: 2026-21**

**POSTING DATE: May 8, 2026**

**POSTING EXPIRY DATE: May 22, 2026 at 4:00 p.m.**

Strathcona Regional District is recruiting for a **Community Disaster Awareness Assistant** for a **term position** ending September 31, 2027. The Community Disaster Awareness Assistant develops and presents public education materials that teach people how to better prepare themselves for hazards that may affect their communities. The goal is to reduce risks to a community from natural hazards and climate-related risks through modifications in human actions by increasing awareness and education. This position collaborates with other local governments, emergency response agencies, First Nations, and the public across the region on public education initiatives.

### **REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)**

- A 2 two-year diploma in emergency management, education, public health or an equivalent combination of education, training and experience.
- Direct experience working with emergency response agencies or delivering public education programs.
- Public speaking.
- Presentation development.
- Graphic design.
- Familiarity with the Adventure Smart and Master of Disaster programs is an asset.

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

- Valid BC Class 5 driver's license.
- Information Officer course completion recommended.

The position is 35 hours per week with an hourly pay rate of \$38.21 to \$43.85 plus an additional 16% in lieu of benefits and vacation.

### **HOW TO APPLY**

Please forward your cover letter and resume to [hr@srd.ca](mailto:hr@srd.ca), quoting "Posting 2026-21 Community Disaster Awareness Assistant" in the subject line of your application, or upload your application directly at [srd.ca/careers](http://srd.ca/careers). The SRD thanks all candidates for their interest and advises that only those candidates under consideration will be contacted. The successful candidate will be required to provide a clear Criminal Record and Vulnerable Sectors check.

**Strathcona**  
REGIONAL DISTRICT



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Job description  
February 25 2024

## **Community Disaster Awareness Assistant (Term Position)**

### **JOB SUMMARY**

Reporting to the Manager of Emergency Services, the Community Disaster Awareness Assistant is responsible for developing and providing public education about disasters. The Community Disaster Awareness Assistant develops and presents public education materials that teaches people how to better prepare themselves for hazards that may affect their communities. The goal is to reduce risks to a community from natural hazards and climate-related risks through modifications in human actions by increasing awareness and education. This position works with other local governments, emergency response agencies, First Nations and the public across the region on public education.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Coordinate, develop and present customized disaster risk reduction information and education to community stakeholders in support of the Strathcona Emergency Program's public education initiatives.
- Present emergency management preparedness information at workshops and special events while referring to appropriate Regional District staff for further assistance and support.
- Participate in operational support roles for documentation and logistics units upon the activation of an Emergency Operations Centre (EOC).
- Monitors and tracks attendance and feedback of public education events.
- Provides reports for emergency services.
- Promotes community awareness of Alertable notification system.
- Support and participate in emergency exercises.

### **REQUIRED EDUCATION AND EXPERIENCE (or equivalent combination)**

- A (2) two year diploma in emergency management, community education, public health or an equivalent combination of education, training and experience.
- Direct experience working with emergency response agencies such as police, fire and emergency medical services.
- Public speaking.
- Presentation development.
- Graphic design.

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

- Class 5 driver's license.
- Information Officer course completion recommended.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to collaborate with volunteer organizations, response agencies and local governments to effectively deliver public education for the emergency program.
- Strong interpersonal skills.
- Ability to develop and maintain effective and productive relationships with regional district staff, consultants, and other stakeholders.
- Ability to book venues and promote workshops.
- Strong computer skills with advanced knowledge of MS Office Suite and other applicable software.
- Ability to engage and connect with a wide variety of audiences.
- Ability to respond to emergencies as needed and immediately, and to work various shifts to meet operational requirements, including weekends and evenings as necessary. Must be able to work long hours under demanding conditions, during emergency situations.
- Ability to keep accurate and complete records.