



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

January 15, 2026

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

| | | | |
|------------------------|---|------------------------|--|
| Position Title: | Emergency Operations Manager | Pay Rate: | \$ 30.75 – 46.50 (based on experience and credentials) |
| Department: | Administration | Classification: | Management |
| Status: | Full-Time/Permanent | Responsible To: | Band Administrator |
| Location: | 841 Westhills Drive, Penticton BC V2A 0E8 | | |
| Deadline: | Feb 12, 2025 | | |

Job Summary:

Reporting to the Band Administrator, the Emergency Operations Manager provides strategic leadership and comprehensive oversight for the organization's emergency preparedness, response, and recovery programs. This position is responsible for developing and implementing the overall emergency management strategy, managing the Emergency Operations Program during activations, and leading a team of coordinators and response personnel. The Manager ensures all plans, training, and resources are aligned to mitigate risks, protect assets, and ensure business continuity. This role demands advanced crisis decision-making, inter-agency liaison at a senior level, and the management of complex projects and budgets related to emergency management.

Core Competencies:

- Strategic Leadership
- Crisis Decision-Making
- Program Management
- Stakeholder Engagement
- Financial Acumen
- Team Supervision
- Regulatory Compliance
- Effective Communication
- Operational Command

Duties/Responsibilities:

- Provides strategic direction and leadership for the Penticton Indian Band Emergency Management Program.
- Leads the annual review, update, and formal approval process for the Penticton Indian Band Emergency Management Plan (PIBEMP).

- Develops and manages the multi-year budget for the emergency management program.
- Chairs the PIB Emergency Management Committee and sets its strategic priorities.
- Serves as the primary senior liaison for PIB with municipal, provincial, federal, and other First Nations agencies on emergency management.
- Acts as the official spokesperson for emergency management matters, in coordination with Chief and Council.
- Leads the pursuit, negotiation, and accountability reporting for major external funding programs.
- Directly supervises Emergency Operations Coordinator(s) and other emergency management staff.
- Leads, manages, and evaluates the Emergency Operations Centre (EOC) team during activations and exercises.
- Establishes standards and protocols for all emergency training and exercises.
- Assumes the role of EOC Director or senior command during emergencies, making high-stakes decisions.
- Authorizes the deployment of resources and personnel during incident response.
- Oversees the official after-action review process and ensures corrective actions are implemented.
- Ensures all emergency plans and operations comply with legislation, UNDRIP, and regulations.
- Provides comprehensive quarterly and annual reports on program performance to Chief and Council.
- Ensures all documentation and systems meet audit and accountability standards.

Qualifications/Requirements:

Education and Experience

- Post-secondary degree in Emergency Management, Public Safety, Public Administration, or a related field
- A minimum of five (5) to seven (7) years of progressive experience in emergency management, with at least three years in a supervisory or program leadership role
- Demonstrated experience in developing, implementing, and exercising comprehensive emergency plans
- Proven experience in budget development, management and financial accountability
- Extensive experience in building and maintaining collaborative relationships with senior officials from multiple agencies and levels of government.
- Experience working in a First Nation community or thorough knowledge of FN communities, culture, and traditions.

Assets:

- Certification as a Professional Emergency Manager (PEM) or equivalent (CEM)
- WHMIS, Harassment & Workplace Violence, Worker Health & Safety Awareness Training

Required:

- Valid British Columbia Class 5 Driver's License
- Declaration of having an acceptable Criminal Record and Vulnerable Sector Check and ability to obtain within designated period.

Working Conditions:

Work Environment

- Drug and alcohol-free workplace.
- During emergency response situations, flexibility in work hours may be necessary, as events could demand extended working hours for consecutive weeks.

Physical Demands

- Sufficient physical ability to work both in an office setting and operate office equipment.
- Standing, walking, or sitting for prolonged periods of time.
- To perform light to moderate lifting and carrying up to 20lbs.
- Prolonged periods of working on a computer can cause muscle and eye strain.

Environment

- Combination of office, onsite and outdoor field environment.
- Adverse weather conditions and events.
- Undesirable locations and the possibility of air quality issues.

Mental Effort

Quick thinking for frequent handling of difficult situations that some may find stressful and upsetting. Accuracy of reports and meeting deadlines. The nature of the position will have moderate to high stress levels, as there may be situations involving conflict management, deadlines, and emergencies/disasters.

Identify and activate mental health support as required.

Position Type/Expected Hours of Work

Regular full-time of 35 hours per week with availability for evening and weekend work as required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.