



ZONE COORDINATOR JOB DESCRIPTION

As a Zone Coordinator, you play an important role for Coastal Nations Coast Guard Auxiliary (CN-CGA). You will work closely with the Executive Director, Auxiliary Crew and SAR partners to ensure effective marine search and rescue service for people in distress throughout BC's coastal region.

Job Title: Zone Coordinator

Location: Ahousaht, BC

Position: Contract (12 hours weekly)

Reports to: Executive Director (ED)

Principle Position Competencies

- Administration of CN-CGA Crew training and SAR response files (excel document)
- Reports to ED on mission activation and deactivation
- Coordinates training needs with local service providers
- Receives equipment shipments/mail for transfer to equipment storage unit
- Works closely with the Crew Leader and ED addressing operational needs
- Aid in Crew recruitment and retention
- Participate in by-monthly telephone conference calls
- Aid in community relations and advocacy via CN-CGA social media platforms

Essential Qualifications

- Good Written and oral communication
- Strong Organizational skills
- Can work independently and with a team
- An understanding of marine or land search and rescue (SAR)
- Ability to use MS Office Suite (Word, Excel, Outlook)

Desirable Qualifications

- Secondary school diploma
- Transport Canada certificates of Marine competency
- SVOP, ROC-M, MFA
- Previous experience with Canadian Coast Guard Auxiliaries

Compensation \$24.00 per/hour

How to Apply

Due to the nature and duties of CN-CCA First Nations candidates will be given preferential hiring. Please submit your resume to c.cowan@cn-cga.ca

Position Selection Closing Date: Feb 15, 2020.