



EMPLOYMENT OPPORTUNITY

ASSISTANT TO THE FIRE CHIEF / COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (TEMPORARY UP TO 20 MONTHS)

With the warmth and hospitality of a small town and the services of a major urban centre, Elliot Lake is centrally located in the Algoma district of Ontario, approximately 160km west of the City of Greater Sudbury and 180km east of the City of Sault Ste. Marie. Thousands of lakes and majestic old growth forests just beyond the city limits provide countless opportunities for the outdoor enthusiast including hiking, camping, skiing and world class fishing. Well known for its high quality of life, low cost of living and great work-life balance, it's an ideal place to live and work!

The Corporation of the City of Elliot Lake is seeking qualified applicants for the position of Temporary Assistant to the Fire Chief / Community Emergency Management Coordinator.

Reporting to the Director of Protective Services, this position coordinates and administers the Community Emergency Management Program for the Municipality and provides administrative services to the fire department.

The ideal candidate will have a minimum two (2) year post-secondary diploma in a related discipline (e.g. Business Administration) coupled with training in emergency response / emergency management. A minimum of five (5) years of related emergency service experience, and three (3) years supporting a senior management position is required.

To view the full job description and to submit your application, please visit the Indeed website at <http://www.indeed.com> and search by location for Elliot Lake. You can also paste the URL below into your browser to go directly to the posting:

<https://ca.indeed.com/jobs?q&l=Elliot%20Lake%2C%20ON&vjk=dbe6bf3106c921d8>

DEADLINE FOR SUBMISSIONS IS WEDNESDAY JULY 28, 2021

We thank all of those who apply; however only those applicants selected for an interview will be contacted.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for employment assessment purposes. In accordance with the AODA and the Ontario Human Rights Code, accommodations are available to applicants upon request throughout the recruitment, assessment and selection process. If selected to participate, please inform us of the nature of any accommodation(s) that you may require.