

THE CORPORATION OF THE COUNTY OF WELLINGTON

Planning Department
Emergency Management Division

Requires an
Emergency Management Student

Under the supervision, direction and guidance of the Emergency Manager (CEMC), the Community Emergency Management Student will research and update specific emergency response plans, update hazard specific plans, and liaise with County staff, municipal staff, emergency response partners, agencies, and organizations related to emergency management in the County.

This position works approximately 35 hours per week, Monday to Friday. This position will begin in May and end in September. In order to be eligible for a student position, the applicant must be returning for full time studies in Fall 2023.

The minimum qualifications for this position include:

- Enrolled in a Secondary School, Community College or University programme.
- Good oral and written communication skills.
- Knowledge and experience using computer software programmes such as Microsoft Outlook, Word, Excel and PowerPoint is an asset.
- Minimum G2 Driver's License and a satisfactory Driver's Abstract are required
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

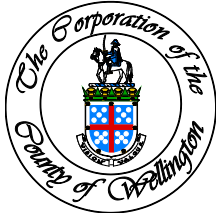
This position offers an hourly range of \$17.50 to \$19.00 (2023 Student Compensation Grid).

Applicants are invited to submit a cover letter and resume, **clearly marked Posting #031STUD-23 by February 3, 2023 at 12:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Community Emergency Management Student	Reports to: Emergency Manager/CEMC
Department: Planning and Development	Positions Supervised: 0
Effective: September 2006	Revised: January 2023

BASIC FUNCTIONS:

Under the supervision, direction and guidance of the Emergency Manager (CEMC), the Community Emergency Management Student will research and update specific emergency response plans, update hazard specific plans, and liaise with County staff, municipal staff, emergency response partners, agencies, and organizations related to emergency management in the County.

DUTIES:

- Research existing body of knowledge.
- Write plans and risk assessments.
- Identify key stakeholders and partners.
- Attend Public Education events
- Meet with the stakeholders and partners to identify their response capabilities.
- Attend meetings with CEMC as required.
- Other duties as assigned.

CONTACTS:

- Municipal staff, Emergency Information Officers, first responders, government agencies and non-government agencies, media.

MINIMUM QUALIFICATIONS:

- Enrolled in a Secondary School, Community College or University programme.
- Good oral and written communication skills.
- Knowledge and experience using computer software programmes such as Microsoft Outlook, Word, Excel and PowerPoint is an asset.
- Minimum G2 Driver's License and a satisfactory Driver's Abstract are required

OTHER:

- Position will be based at the Museum and Archives, 536 Wellington Road 18, Fergus.
- Regular work week - 35 hours per week.