

Contract Opportunity: Emergency Management Program Coordinator

***Closing Date: July 20, 2025**

Intent

This call for Expressions of Interest (EOI) for the position of Emergency Management Program Coordinator to support the Emergency Management Subcommittee (EMSC) of the Line 3 Indigenous Advisory and Monitoring Committee (IAMC). The contract runs for one year from the time of the employment offer (likely summer 2025) with a possible extension to March 2027. The role is remote, with some travel to communities across the Prairies.

In alignment with our commitment to advancing equity and supporting underrepresented communities, preference will be given to applicants who are First Nations or Métis and reside in either Alberta, Saskatchewan or Manitoba.

About the Indigenous Advisory and Monitoring Committee

The Line 3 Indigenous Advisory and Monitoring Committee (IAMC) supports Indigenous inclusion in the oversight of the Enbridge Line 3 Replacement Project by bringing together Indigenous representatives and federal partners to collaborate on monitoring, environmental protection, emergency response, and regulatory processes.

The IAMC is comprised of 16 First Nations and Métis Nation members, representatives from the Government of Canada and the Canada Energy Regulator. Together, they provide oversight of the completed Enbridge Line 3 Replacement Project. The First Nations and Métis members are selected by their leadership and represent 109 Indigenous communities located along the pipeline route. The Line 3 IAMC is dedicated to improving and contributing to transforming the regulatory system governing energy projects in Canada, while incorporating First Nations and Metis perspectives and interests.

Emergency management is a key focus. The Line 3 IAMC Emergency Management Subcommittee aims to:

- Increase Indigenous awareness and participation in emergency management.
- Support Indigenous communities' emergency preparedness using an all-hazards approach.
- Inform the Line 3 IAMC on emergency management matters.
- Guide emergency management processes and protocol as it relates to Line 3 impacted Nations.

Role Overview

The Emergency Management Program Coordinator (EM Program Coordinator) will work closely with other Line 3 IAMC Program Coordinators and other staff from the Indigenous Caucus and Secretariat. The EM Program Coordinator helps support the Emergency Management Subcommittee by carrying out tasks from their approved work plan. Here's what you'll do (but not limited to):

- Contribute as part of a team to develop projects, workshops, and training focused on emergency management, preparedness, response, and recovery for Indigenous communities impacted by the Line 3 Replacement project, looking at all types of emergencies.
- The ideal candidate, in addition to working as a team, would demonstrate a high degree of initiative, independence, and motivation in achieving results.
- Raise awareness and increase participation of Indigenous communities in emergency planning such as spill prevention, emergency response, and recovery, including incorporating Indigenous knowledge.
- Help build and maintain good relationships and collaborate when appropriate with IAMC partners, Indigenous communities, Indigenous Caucus and Secretariat staff, government departments, regulator, and Enbridge.
- Review emergency management laws and documents and provide clear summaries and feedback.
- Keep and update a list of emergency management contacts in Indigenous communities and relevant government departments.
- Attend regular subcommittee meetings and help carry out the work plan.
- Other administrative tasks and reporting responsibilities as required, including writing duties where relevant to the scope of the role.

What We're Looking For

Please clearly demonstrate in your application how you meet these important qualifications:

Education and Experience

- A degree from a recognized college or university — or demonstrate that you have a mix of education and work experience.
- At least two years (within the last 5 years) of experience in providing technical or hands-on support in emergency preparedness and response.

- Experience working in natural resource industries like oil and gas, forestry, or mining — especially related to emergency management, environmental protection, safety, or Indigenous cultural practices and sites.
- Experience working collaboratively with a range of partners, including Indigenous communities, government departments, regulators, Non-Government Organizations, or industry groups.

Knowledge

- Knowledge of the Incident Command System used in emergency management.
- Knowledge of relevant emergency management laws, regulations, and policies, and can explain potential challenges or changes clearly.
- Knowledge of issues that affect Indigenous communities related to natural resource development, including how Indigenous knowledge is used and protected.
- Knowledge about governance structures in Indigenous nations.
- Understanding of the priorities related to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission’s Calls to Action in the context of natural resource development, Indigenous self-governance, the Government of Canada’s commitment to reconciliation.

Skills and Abilities

- Clearly and effectively communicate, both in speaking and writing.
- Ability to manage several concurrent projects.
- Takes initiative and is action oriented.
- Proficiency in using the Microsoft Office Suite (e.g., Word, Excel, Outlook, PowerPoint).

Work Conditions

- This position is full time (37.5 hours per week) remote, hours of work are to occur during core business hours.
- Willingness to work flexible hours and can occasionally work or travel evenings or weekends when needed.
- Ability to join teleconferences, video calls, and in-person meetings as required.
- Willingness and ability to travel regularly approximately every two months for up to four days at a time (subject to change) within Western Canada but primarily the Prairie provinces.
- Possession of a valid driver’s license and access to a working vehicle.

- Have general liability insurance coverage.
- Agreement to follow all Line 3 IAMC internal policies and governance structures.
- Agreement to follow any contracting requirements set by Naut'sa mawt Tribal Council as directed by the Line 3 IAMC.

Contract Rate

The successful candidate will be offered a service contract ending one year after the initial start date. The contract rate is based on an annual salary of \$80,000. The contract may be extended.

How to Apply

This opportunity is open to all, and we encourage qualified individuals from diverse backgrounds and experiences to apply. In alignment with our commitment to advancing equity and supporting underrepresented communities, preference will be given to applicants who self-identify as First Nations or Métis.

Please email your application to info@iamc-line3.com with the subject line: **Emergency Management Program Coordinator**.

Include the following:

1. Your resume as an attachment.
2. A cover letter that:
 - Clearly explains how you meet each of the '**Education and Experience**' qualifications listed above. Please use each qualification as a heading and provide specific examples with dates (or ranges) of when the experience was gained and with which employer(s) or organization(s).
 - Discloses any current or past work experience you have had with Enbridge Line 3 or its contractors, either directly or indirectly.
 - Is no longer than one page (as an attachment), outlining education and experience.

Please note: Selected candidates will be invited to interview, and three references will be requested at that time. You may also be asked to complete a written assignment as part of the process.

Contract Information

For any questions regarding this posting, please contact melissa.kelly@nrcan-rncan.gc.ca and copy info@iamc-line3.com

Read more about the Line 3 IAMC: <https://iamc-line3.com/>. Learn more and read the Terms of Reference here: <https://iamc-line3.com/terms-of-reference/>