



The Corporation of the Village of Silverton
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JOB DESCRIPTION

JOB TITLE: Emergency Program Assistant

Date: October 2, 2025

GENERAL ACCOUNTABILITY:

Reporting to the Chief Administrative Officer, the Emergency Program Assistant supports the development, coordination, and implementation of the Village's emergency planning activities.

NATURE AND SCOPE OF WORK:

This role focuses on ensuring statutory requirements are met, supporting engagement with Indigenous communities and other stakeholders, and strengthening coordination with the Regional District of Central Kootenay (RDCK), neighbouring municipalities, and emergency service partners.

Key Duties and Responsibilities:

- Support updates to local emergency response and recovery plans, policies, and procedures.
- Support required engagement with Indigenous governments and communities in alignment with EDMA and provincial guidance.
- Support the development of communication, consultation and outreach materials for a range of stakeholders.
- Act as a liaison with regional emergency service partners.

REQUIRED KNOWLEDGE AND SKILLS:

- Strong written and oral communication skills with excellent attention to detail.
- Ability to build positive working relationships with diverse stakeholders, including Indigenous organizations, regional and local governments, and emergency service providers.
- Proficiency with MS Office and digital communications platforms.
- Ability to work independently, adapt to changing circumstances, and handle multiple priorities.
- Willingness to complete required emergency management training.

The following abilities are considered assets:

- Previous experience in local government, emergency management, or interagency coordination preferred.
- Post-secondary training in emergency management, public administration, or a related discipline is an asset.
- Familiarity with BC's Emergency and Disaster Management Act and provincial emergency management framework an asset.