



Saddle Lake Cree Nation

Box 100, Saddle Lake, AB T0A-3T0
780-726-3829
www.slc125.ca * Inquiries@saddlelake.ca

EMPLOYMENT OPPORTUNITY

POSITION TITLE: DIRECTOR OF EMERGENCY MANAGEMENT (DEM)
DEPARTMENT: EMERGENCY MANAGEMENT
OFFICE LOCATION: SADDLE LAKE EMERGENCY MANAGEMENT OFFICE
PHONE: 780-726-3829
REPORTING: TRIBAL ADMINISTRATOR
INDIRECT: CHIEF AND COUNCIL, AS REQUIRED

GENERAL PURPOSE OF POSITION:

The Director of Emergency Management (DEM) is responsible for the planning, coordination, implementation, and ongoing maintenance of the Saddle Lake Emergency Management Plan (SLEMP). This position supports the Nation in preparing for, responding to, and recovering from emergency situations that may impact the community, membership, lands, and infrastructure.

The DEM works closely with Chief and Council, the Tribal Administrator, SLCN departments, and external agencies to ensure emergency management activities are coordinated, effective, and culturally appropriate.

BASIC ABILITIES:

- Ability to read, write, and communicate effectively in English
- Ability to plan, coordinate, and implement emergency management activities
- Ability to work under pressure during emergency situations
- Ability to communicate clearly with leadership, staff, community members, and external agencies
- Ability to prepare reports, work plans, and emergency documentation
- Ability to maintain confidentiality and adhere to the Code of Ethics
- Ability to operate standard office equipment and communication tools
- Ability to travel for training, meetings, and emergency response
- Ability to work flexible hours, including evenings, weekends, and emergency call-outs
- Knowledge of emergency management principles including prevention, mitigation, preparedness, response, and recovery

RESPONSIBILITIES:

- Develop, maintain, and implement the Saddle Lake Emergency Management Plan (SLEMP)
- Coordinate emergency preparedness, response, and recovery activities
- Consult regularly with Chief and Council, the Tribal Administrator, directors, and departments
- Coordinate and maintain the Emergency Operations Centre (EOC)
- Organize and support emergency management training, exercises, and simulations
- Promote community awareness and preparedness related to emergencies
- Develop educational materials and guidelines
- Coordinate evacuations, emergency logistics, and special-needs planning
- Work with federal, provincial, and regional agencies
- Participate in emergency management committees and networks
- Assist with inspections of emergency-related facilities and infrastructure
- Maintain emergency-related data and contact lists
- Prepare and submit reports to Chief and Council and the Tribal Administrator
- Support mutual aid agreements and responses



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- Carry out special emergency management projects as assigned

JOB DIFFICULTIES:

- Emergency situations may require extended hours and rapid decision-making
- Workload may vary depending on emergency events and seasonal risks
- Exposure to stressful emergency situations
- Confidentiality must be strictly maintained

JOB ROUTINE:

Daily:

- Monitor emergency-related issues
- Maintain documentation and records
- Communicate with departments and stakeholders

Weekly:

- Meet with leadership or administration
- Update planning documents
- Coordinate training and preparedness activities

JOB ACCOUNTABILITY AND EFFECT:

- Effective planning directly impacts community safety
- Strong teamwork and communication are essential
- Failure to maintain plans may increase emergency risks
- Professional conduct is required at all times

EDUCATION:

- Grade 12 or equivalent experience
- Emergency management or public safety training is an asset

BASIC REQUIREMENTS:

SKILLS:

- Strong written and verbal communication
- Organizational and coordination skills
 - Report writing and documentation
- Computer and office equipment knowledge

EXPERIENCE:

- Emergency management, public safety, or coordination experience preferred

HOW TO APPLY:

Please submit the following documents electronically:

- Resume
- Cover letter
- Current criminal record check
- Three (3) employment references from former employers

Submit applications to:

Sam Cardinal
Tribal Administrator
sam.cardinal@saddlelake.ca

****ONLY THOSE SELECTED WILL BE NOTIFIED****

DATE POSTED:
April 14, 2026

APPLICATION DEADLINE:
April 28, 2026

INTERVIEW DATE:
May 8, 2026