

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO) INTERN
	Union / Non-Union: NON-UNION	Classification Type: Seasonal
	Salary Classification: \$18.18/HR	Approval Date: April 9, 2025

General Job Responsibility

Regional Emergency Management Organization (REMO) Intern shall be responsible for assisting with updating and improving the Annapolis REMO website, delivering public community outreach presentations, comfort centre development, creating emergency communication templates, developing and updating educational materials, maintaining and updating resource lists, supporting the planning, coordination and delivery of tabletop exercises, developing and conducting a community emergency preparedness survey, representing Annapolis REMO at community events, farmers' markets and local fairs, and carrying out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Regional Emergency Management Coordinator (REMC)

Specific Job Responsibilities

1. Assisting with updating and improving the Annapolis REMO website to ensure accessible and up-to-date information.
2. Develop and update educational materials such as flyers, posters, and brochures on emergency preparedness.
3. Represent Annapolis REMO at community events, farmers' markets and local fairs, educating residents on Alertable and emergency preparedness while promoting emergency alerts and preparedness tips through social media.
4. Assisting in delivering public community outreach presentations at community halls, schools and libraries on emergency readiness
5. Maintaining and updating resource lists for emergency contract, suppliers, volunteer groups and support agencies.
6. Assisting with comfort centre development, ensuring readiness for emergency response.
7. Supporting the planning, coordination and delivery of tabletop exercises and emergency drills with stakeholders.
8. Developing and conducting a community emergency preparedness survey to gather feedback and improve outreach.

9. Assisting with creating emergency communication templates for public alerts, social media posts and press releases to ensure clear and timely messaging during emergencies.
10. Perform other duties as assigned by the Regional Emergency Management Coordinator

Qualifications and Expectations

Candidates for this position must have a minimum of a Grade 12 education, with preference given to those enrolled in post-secondary education working towards a degree, diploma, or certificate in Emergency Management, Public Safety, Community Engagement, Communications, or a related field. Previous volunteer or work experience in emergency management, public relations, community outreach, or event coordination is an asset, as is experience with website management or content updates. Strong written and verbal communication skills are essential, along with the ability to deliver public presentations, create educational materials, and manage multiple tasks in an organized manner. A working knowledge of Microsoft Office Suite and social media platforms is required, along with creativity for developing engaging outreach strategies and materials.

This position requires candidates to be comfortable working in a public-facing capacity, representing Annapolis REMO at community events, fairs, and markets. Candidates must be able to work independently as well as part of a team, showing initiative and flexibility to meet the needs of the position. Successful candidates will need to work flexible hours, including weekends and holidays, as required. A satisfactory criminal background and vulnerable sector check, as well as an acceptable driver's abstract, will be required for the position.