

Position:	Emergency Programs Officer (EPO)
Organization:	David McAntony Gibson Foundation (GlobalMedic)
Reports To:	Emergency Programs Managers
Location:	Etobicoke, ON (in-person)
Job Type:	Full-Time, Permanent
Start Date:	Immediately
Work Hours:	37.5 hrs per week, occasional weekend and evening work may be necessary
Salary:	45k - 50k CAD per annum, with competitive benefits package

About GlobalMedic

The David McAntony Gibson Foundation, which operates as GlobalMedic, is a registered Canadian charity that has provided life-saving disaster relief and humanitarian aid since 2002. GlobalMedic is committed to delivering the right aid to the right people at the right time. Founded by a first responder, staffed by professional humanitarians, and backed by a team of emergency workers and skilled volunteers, GlobalMedic has been able to respond to 258 disasters in 84 countries including Canada. The organization has provided emergency support such as food, water purification/hygiene, shelter, and medical services to over 5.2 million people in need.

Position Summary

Reporting to the Emergency Programs Managers and acting as an integral part of the operations team, the Emergency Programs Officer is responsible for carrying out a variety of day-to-day operations tasks. Duties range from researching and procuring goods and services, planning and coordinating volunteer events, drafting and editing proposals and reports, arranging logistics relating to the delivery of aid, donor relations, social media outreach, and deploying to disaster zones as a member of our Rapid Response Team. Those interested in the position but who do not want to deploy internationally are still encouraged to submit interest as we may consider a position with modified responsibilities.

Duties & Responsibilities

Research

- Sources suppliers for goods used in Emergency Kits, and services such as air travel
- Completes comprehensive analysis and presents suggestions to management

Logistics

- Facilitates ordering and delivery of aid supplies
- Works with companies to arrange for transport of aid overseas
- Works in warehouse to organize aid, build aid, and prepare it for shipping
- Completes all paperwork for shipments

Event Planning/Volunteer Management

- Organizes and coordinates aid packing events, including supply coordination and volunteers
- Prepares press releases, posts social media, website updates of event
- Coordinates volunteer recruitment, communications and training

Reporting

- Prepares funding proposals, program reports, briefing notes
- Tracks data for use in reports

Deployment

- Travels to disaster zones as member of Rapid Response Team, usually in intervals of 2-4 weeks at a time
- Attends cluster meetings, liaises with partner agencies
- Coordinates field operations – reports directly to HQ and manages volunteers in team
- Prepares daily situation reports and financial reports
- Those interested in the position but who do not want to deploy internationally are still encouraged to submit interest as we may consider a position with modified responsibilities.

Administrative

- Answers phones and emails from public, files paperwork
- Keeps inventory and other tracking spreadsheets up to date
- Other tasks as required

Qualifications & Experience

- College diploma or bachelor's degree in the field of international development, humanitarian assistance or emergency management, or related program
- Previous related work experience, with knowledge of proposal writing and donor relations an asset
- Previous customer service experience an asset
- Candidate must be eligible to work in Canada

Knowledge, Skills and Other Attributes

- Excellent English writing and communication skills

- Proficiency with Dropbox, Google Workspace and MS Office
- Ability to work efficiently under pressure
- Flexible, adaptable, willingness to work on a variety of projects
- Thrive in fast-paced, ever-changing work environment
- Able to work independently with limited supervision
- Valid Passport and vaccinations required for travel

Work Conditions

- Office/Warehouse setting

The incumbent is required to carry out the following activities:

- Lift 23 kg
- Carry 4 kg for up to 10 minutes
- Reaching, twisting, bending for up to 60 minutes
- Walk distances of up to 5 km (field)
- Sit for durations of time up to 12 hours (air travel)
- Stand for durations of time of up to 8 hours (field, events)
- Use manual dexterity for durations of up to 60 minutes (e.g., typing)

Emergency Programs Officers spend about 70% of their time with computer-based tasks, and 30% of their time with warehouse-based tasks. They are typically deployed 3-4 times per year for 2-4 weeks at a time.

GlobalMedic is committed to the creation of a diverse and inclusive workplace. We actively welcome applications from Indigenous persons, persons with disabilities, visible minorities, women, persons of all sexual orientations and genders. If you are invited to continue the selection process, please notify our human resources representative of any accommodation or special measures that you may require.

GlobalMedic is committed to providing humanitarian assistance to people affected by disaster and conflict around the world. To that end, we uphold the principles of independence, neutrality, non-discrimination, unrestricted access to assistance, professionalism, and transparency in all our operations. We have ZERO TOLERANCE towards any behavior violating our Code of Conduct, including workplace violence, harassment and sexual harassment, any form of exploitation and abuse, corruption, fraud, and any behavior lacking integrity.

GlobalMedic is committed to safeguarding children and adults in the communities where we work. Our safeguarding commitment is to ensure that children and adults are protected from both deliberate and unintentional harm or abuse caused by GlobalMedic staff, including the Prevention from Sexual Exploitation and Abuse (PSEA).

In an effort to safeguard children and adults in communities we work, our offers of employment are conditional on successfully clearing background checks that may include, but are not limited to, criminal records, vulnerable sector screening, and employment references.

Interested applicants should submit one copy of their resume including a cover letter in PDF format. Applicants should reference any GlobalMedic volunteering experience in their cover letter.

Please submit via email to hr@globalmedic.ca with EPO 2024 in the subject line by October 7, 2024.

Please note that only successful applicants will be contacted.