Position:	**Emergency Programs Officer (EPO)**
Organization:	David McAntony Gibson Foundation (GlobalMedic)
Reports To:	Emergency Programs Managers
Location:	**On-site** – Head Office (35 Coronet Rd, Etobicoke, ON)
Job Type:	1 year contract (intention to convert to permanent)
Start Date:	Immediately
Work Hours:	37.5 hrs per week, occasional weekend and evening work may be necessary
Salary:	**$45,000 - $52,000 CAD per annum**, with competitive benefits package

Join the GlobalMedic Team and Make a Real Impact!

The David McAntony Gibson Foundation, operating as GlobalMedic, is a registered Canadian charity that has provided life-saving disaster relief and humanitarian aid since 2002. Founded by a first responder, staffed by professional humanitarians, and backed by a team of skilled volunteers, we are committed to delivering the right aid to the right people at the right time. We've responded to 278 disasters in 92 countries and provided essential support to over 6.5 million people in need.

We are looking for a highly organized, flexible, and driven **Emergency Programs Officer (EPO)** to be an integral part of our dynamic operations team.

The Opportunity

The Emergency Programs Officer is a critical, multi-faceted role responsible for the day-to-day operations that keep our aid flowing and our teams ready to deploy. You will be involved in everything from sourcing essential supplies and coordinating volunteer events to drafting funding proposals and, for those who choose, deploying to disaster zones as part of our **Rapid Response Team**.

This position is a **1-year contract** with a strong intention to convert to a permanent role.

Note on Deployment: International deployment is a key component of this role, typically **2-3 times per year** for 2-3 weeks at a time. However, candidates who are interested but prefer **not** to deploy internationally are still strongly encouraged to apply, as we may be able to offer a position with modified, non-deployable responsibilities.

Key Responsibilities

The EPO role is split between office-based tasks (approx. **80%**) and hands-on warehouse and field tasks (approx. **20%**).

1. Program Logistics & Procurement

- **Source and Procure** all goods and services used in our Emergency Kits and field operations (e.g., aid items, air travel, transportation).
- Conduct comprehensive supplier analysis and present suggestions to management.
- Manage the end-to-end logistics process, including facilitating the ordering and delivery of aid supplies, arranging transport overseas, and completing all necessary shipping paperwork.
- Perform hands-on work in the warehouse to **organize, build, and prepare aid** for shipment.

2. Volunteer Management & Outreach

- **Plan and coordinate aid packing events** and corporate volunteer engagement initiatives.
- Lead volunteer recruitment, communications, and training efforts.
- Contribute to **donor relations** and public outreach by preparing press releases and assisting marketing team with social media/website content.

3. Reporting

- Prepare compelling **funding proposals, program reports, and briefing notes** for donors and partners.
- Track and manage essential program data for use in all external and internal reporting.

4. Rapid Response Deployment (Optional/As required)

- Travel to disaster zones as a member of the Rapid Response Team, adhering to all security and operational protocols.
- Coordinate on-the-ground field operations, liaising with partner agencies and attending cluster meetings.
- Provide clear and timely communication to HQ, including managing field volunteers and preparing daily situation and financial reports.

Qualifications & Experience

Must-Haves

- College Diploma or Bachelor's Degree in **International Development, Humanitarian Assistance, Emergency Management**, or a related field.
- Excellent **English writing and communication skills**—ability to draft professional reports and proposals is essential.
- Proficiency with Microsoft Office and Google Workspace.
- Eligible to work in Canada.
- **Valid Passport and current vaccinations** required for international travel (for deployment stream).
- Ability to **lift up to 15 kg** and perform physical tasks common in a warehouse and field environment (carrying, reaching, standing for long periods).

Nice-to-Haves (Assets)

- Previous related work experience, especially in a humanitarian or logistics context.
- Knowledge of **proposal writing, donor relations, and/or customer service**.
- Passion for staying informed on current events and global affairs.

Your Attributes

The successful candidate will be:

- **Flexible and adaptable**, with a willingness to work on a variety of diverse projects.
- **Efficient under pressure**, thriving in a fast-paced, ever-changing work environment and able to meet tight deadlines.
- **Proactive and autonomous**, able to work independently with limited supervision.

To Apply: Please submit your resume and cover letter to hr@globalmedic.ca with EPO 2026 in the subject line by **December 31, 2026**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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.

Every application is reviewed directly by our hiring team - we do not use AI or automated tools to screen, score, or filter candidates.