



Employment Opportunity: **Kings Regional Emergency Management Organization Manager of Emergency Planning & Coordination**

On behalf of the Kings Regional Emergency Management Organization (Kings REMO), the Town of Wolfville is inviting applications for a permanent, full-time **Manager of Emergency Planning & Coordination**. Reporting to the Chief Administrative Officer (CAO) of the Town of Wolfville, this role provides strategic leadership and coordination for emergency preparedness across Kings County.

This position oversees emergency response planning, builds strong relationships with partner municipalities and provincial agencies, and advises elected officials, staff, and the public on emergency preparedness. The Manager leads regional initiatives in accordance with the Kings Regional Emergency Services Agreement, the Emergency Management Act, and the Provincial Standards for Regional Emergency Management Organizations.

As the successful applicant, you will also contribute to regional training, capacity-building, and public safety initiatives while working closely with municipal staff, Council members, emergency service providers, and community organizations. This is an exciting opportunity to strengthen community resilience and ensure Kings County is ready to respond effectively to emergencies.

We are seeking candidates with post-secondary education in a related field and at least five years of experience in emergency management or a related discipline. Strong communication, leadership, and relationship-building skills are essential, as is experience managing projects and working collaboratively with multiple partners.

Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with



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disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact **Barb Shaw, Accessibility Coordinator at 902-679-9124 or at bshaw@wolfville.ca.**

We are committed to working with applicants to meet their needs.

How to Apply

Submit your resume and cover letter by email:

Email: lyaroshevsk@wolfville.ca

Subject line: *Manager of Emergency Planning & Coordination Applications*

Applications will be accepted until Monday, December 22, 2025 at 3pm local time. A full job description can be viewed in the Related Documents. We thank all applicants for their interest; only those selected for an interview will be contacted.

For more information on the Town of Wolfville visit our website at www.wolfville.ca