



JOB OPENING

Local Posting

Public Safety Coordinator

Public Safety Department

The Public Safety Coordinator is responsible for assisting in initiating and monitoring the public safety programs within the community while overseeing the development and implementation of awareness and prevention programs.

KEY RESPONSIBILITIES

- Coordinate the ambulance services and oversee day-to-day operations
- Ensure all ambulance units are properly equipped and maintained
- Monitor and control the expenditures of the Ambulance Service Agreement
- Manage scheduling of First Responders teams
- Assist in initiating and monitoring community safety programs, including Neighborhood Watch Program, Ice Monitoring Program and Water Search and Rescue Team
- Assist in coordinating the Emergency Preparedness Plan in collaboration with the Fire Chief and the Eeyou Eenou Police Force
- Promote public safety awareness through radio announcements, informational flyers, community outreach, and other communication methods
- Oversee the development and implementation of community health awareness and prevention programs
- Maintain and increase knowledge and skills through attendance at meetings, conferences and trainings
- Perform other related tasks as requested

QUALIFICATIONS

- College (CEGEP) Diploma in a relevant field
- 3 to 5 years of relevant experience
- Fluency in Cree and English, French an asset
- Ability to work independently
- Good organizational, multi-tasking, communication and interpersonal skills
- Strong project management, coaching and leadership skills

Status: **6-month Contract with a possible extension
35 hours a week**

Subject: **Six (6) Month Probation**

Salary: **\$ 31.92 - \$ 47.88**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **August 3, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0