



Volunteer Role: Operations and Planning Officer

The Role

Operations Staff are responsible for driving business operations at the *Canadian Journal of Emergency Management* (CJEM). They support business planning, business operations, and partner outreach through the Manager of Operations & Planning and the Manager of Communications & Engagement.

Duties

- Develop and implement business operations strategies, processes, and other action plans.
- Track, report on, and follow-up on business program, and project-level accountabilities and responsibilities through detailed action tracking and documentation.
- Engage and maintain relationships with CJEM partners from various academic, governmental, private, and other sectors.
- Support information management for CJEM's business records.
- Regular meet with the Manager of Operations & Planning and/or Manager of Communications & Engagement to provide updates and consult on business matters.

Competencies/Experience

- Enrolment in or completion of a graduate degree is an asset.
- A minimum of two years of work or study experience in general academia, public policy, journalism, or disaster and emergency management anywhere in Canada.
- Strong competency with word processing and file sharing portals.
- Strong competency in/aptitude for quality control or business processes.
- Strong, professional, clear, and concise verbal and written communication skills.
- Experience working virtually and/or across time zones is an asset.

Engagement Type

This is a volunteer role with no compensation or benefits. We employ an internal strategy for volunteer management to add value to the volunteer experience. We ask for a long-term commitment (at least one year) from all applicants.

Equity and Inclusion

Read our values statements on [our website](#).

Application and Process

- Update your LinkedIn profile.
- Submit a one-page PDF copy of your cover letter outlining why you want this role, how you meet the qualifications and a link to your LinkedIn profile.
- **Closing date: May 31, 2024.** Cover letters and profiles will be screened based on how they match competencies of the role.
- All applicants will be contacted by mid-June.

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- We will conduct up to two virtual interviews for the role. Check your spam folder regularly for correspondence.

To submit your application or for more information on the position, please email:
staff@cdnjem.ca.