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Genwest Systems, Inc. is an information management and consulting firm headquartered in Edmonds, Washington. Since its inception, Genwest has been a recognized leader in the design and implementation of information systems and solutions. We depend on a diverse team of talented staff to design, develop, and deploy rapid information solutions for our clients. We believe that building a team with diverse educational, cultural and experiential backgrounds makes for a better work environment for our team members, the best products for our clients and the most robust dialogue within the company.

Genwest Systems Inc., an equal opportunity employer, is accepting applications for a **Disaster Preparedness Associate**, supporting our clients in the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS), Office of Response and Restoration (OR&R), Disaster Preparedness Program (DPP), **working from the NOAA Disaster Response Center in Mobile, Alabama.**

This position will support a ready and resilient preparedness program for significant environmental events and disasters to include preparedness planning, COOP planning, exercise planning and execution, training events, and response coordination during natural and human caused emergency events.

Background:

NOAA's National Ocean Service (NOS) is enhancing program capacity to assess and mitigate risks to personnel, mission, and infrastructure and respond quickly and effectively to coastal storms and other threats and disasters. The NOS Disaster Preparedness Program (DPP), which includes the NOAA Gulf of Mexico Disaster Response Center (DRC), serves a vital role for NOAA preparedness, response and recovery, as well as Continuity of Operations (COOP) planning to include coordinating operational capabilities and knowledge from across NOS and NOAA to ensure mission success and that commerce, communities and natural resources can recover from any threat or disaster as quickly as possible. All hazards disaster exercises and training are focus elements to program support. The DPP is a program within NOS's Office of Response and Restoration (OR&R) and is charged with ensuring that NOS and other federal and state partners are prepared to respond to, and recover from, significant environmental events and disasters such as major hurricanes and oil spills.

Position Duties:

The **Disaster Preparedness Associate** will work as part of a broader team of OR&R staff in support of DPP missions to include preparedness planning, COOP planning, planning and execution of both exercises as well as training events, and response coordination during actual environmental emergency events. Examples of such activities include, but are not limited to:

- Coordinate and support informal training and education across NOS and NOAA on topics directly and indirectly related to preparedness and COOP.
- Coordinate and support preparedness exercises across NOS and NOAA.
- Work with the NOS DPP/DRC Training Coordinator, Exercise Coordinator, and others as appropriate to develop formal training or exercise needs, as determined by program management.
- Support outreach and communications on DPP activities and initiatives.

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- Coordinate and support the planning and facilitation of meetings, including taking and distributing notes/minutes and ensuring action items and tasks are completed on time.
 - Provide logistical support for DPP/DRC events and disaster events that NOAA/NOS is responding to.
 - Support planning and assessment activities related to NOS emergency response preparedness.
 - Facilitate identification and support prioritization of program office training and exercise needs relative to COOP and mission focused emergency response efforts.
 - Support identification and ensure proper routing of essential records.
 - Support project and tool development and maintenance.
 - Support the Incident Management Team during emergencies through coordination of situational awareness reporting and other needs that may arise.
 - Support partnership engagement through identification of new partners or continued collaboration with existing partners.
 - Carry out other disaster planning tasks as needed to maintain readiness.
 - Convey timely and clear requests for information, plan updates, and group tasking. Collate and synthesize information feedback from multiple sources in NOS to produce final products.
 - Present DPP and OR&R information in internal and interagency meetings and conference calls as needed and appropriate.
 - Periodic travel and 24/7 availability for significant or major emergency events.
 - Additional duties as assigned.
 - *While the primary role of this position is not as an emergency responder, the position may require infrequent deployment and incident response support if there is a capacity shortage during a major disaster in support of NOAA missions.*

Qualifications:

The successful candidate will be expected to demonstrate the listed qualifications in his/her resume and interview. A self-motivated candidate with fundamental knowledge of disasters and preparedness should be able to quickly gain the additional knowledge required to be successful in this position.

Required Qualifications:

- Solid knowledge of emergency preparedness and contingency planning.
- Bachelor's Degree or Advanced Degree (e.g., Master's) in relevant studies such as: emergency management, environmental science, biological science, physical science, geographic/geological sciences, meteorology, urban or coastal planning; engineering, economics, public administration; or political science.
- Self-motivated, able to work both independently and in a team setting.
- Strong interpersonal skills and excellent oral and written communication skills to communicate effectively with diverse organizations, professions, and backgrounds.
- Ability to adapt to and learn new skills, vocabularies and structures.
- Team members are expected to be open to feedback, suggestions, comments, and ideas for improvements on their own approach as well as project actions or products.

Preferred Qualifications:

- Understanding of contingency planning as it relates to emergency preparedness, disasters, and environmental issues.
- Knowledge of NOAA missions and the importance of NOAA's natural trust resources.
- Certifications in emergency management, knowledge of Continuity of Operations (PPD-40) and/or the NIMS/Incident Command System (ICS).
- Ability to work and travel independently.
- History of success in team-based project execution, working as both lead and contributor on diverse multi-disciplinary teams.
- Demonstrated flexible and proactive approach to problem solving.
- Demonstrated ability to plan and execute long term projects, including setting timelines and milestones and balancing priorities.

Compensation:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is eligible for a full-time benefit package that includes health insurance, paid personal and holiday leave, 401(k) program eligibility, and employee disability and life insurance.

Application Guidance:

- Relevant experience and certifications should be included in resume
- May include one page cover letter describing your experience that relates directly to the job duties stated in this posting
- Must include three references that can confirm your experience

To Apply:

Please email a resume and 3 references to hr@genwest.com. **Please include a cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name.** Also, please include the words, “**Disaster Preparedness Associate**” in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by July 1, 2019.