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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 **Recovery Specialist**, 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 NOAA OR&R offices in Silver Spring, Maryland.**

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-hazard 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 **Recovery Specialist** will assist DPP efforts to develop, refine, and implement a programmatic framework for post-event recovery efforts across NOS and NOAA. The incumbent will support NOAA roles and activities as part of the Recovery Support Federal Leadership Group (RSFLG) supporting the [National Disaster Recovery Framework](#) (NDRF), which enables effective recovery support to disaster-impacted jurisdictions. The Recovery Specialist is NOAA's primary point of contact for coordination with the Recovery Support Functions through the RSFLG and serves a critical liaison role between NOAA, recovery partners and recovery activities.

Specific tasks may include, but are not limited to:

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- Participate in regular FEMA-led RSFLG calls to build connections, know when the recovery FEMA post-disaster support functions will be initiated, and coordinate funding and operational logistics with partners through the duration of a recovery effort;
  - Engage NOAA's expertise by coordinating and facilitating meetings and improving access to recovery resources;
  - Coordinate with NOAA program managers and regional NOAA offices to coordinate any post-incident assessments and communicate findings to inform DPP and NOS management as to a Recovery Support Strategy;
  - Communicate and collaborate regularly with the NCR RSF and Econ RSF Lead regarding NOAA's capabilities, funding and activities;
  - Engage NOAA Fisheries early to track the status of any Fisheries disaster declarations initiated through Magnuson-Stevens Act;
  - Engage with the Joint Field Office (JFO) and RSF Field leads to understand areas of interest and focus for recovery support and coordinate regularly with staff deployed at the JFO;
  - Communicate requests for FEMA Mission Assignments to Leadership and coordinate and assist in Scope of Work development;
  - Help coordinate and track staffing needs and needs fulfillment for temporary deployment and support onboarding;
  - Oversee and provide technical expertise on cost reimbursement agreements for deployed staff;
  - Coordinate requests for information;
  - Track activities and manage information through NOS Disaster Coordination Dashboard (an internal NOS information and project management tool);
  - Support development of training and/or exercise materials; and
  - Attend all required staff, supervision, and training meetings.
  - 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 disaster response and preparedness should be able to quickly gain the additional knowledge required to be successful in this position.

### **Required Qualifications:**

- Bachelor's Degree or Advanced Degree (e.g., Master's) with at least two years of satisfactory full-time professional experience in one or a combination of the following fields: emergency management, environmental science, biological science, physical science, geographic/geological sciences, meteorology, urban or coastal planning; engineering, economics, public administration; or political science.

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- Relevant or translatable expertise on response structures, frameworks, and policy
  - 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).
- Experience with interagency funding agreements and FEMA mission assignments.
- 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 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](mailto: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, "**Recovery Specialist**" 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 29, 2019.