



Genwest Systems, Inc.
P.O. Box 397, Edmonds, WA 98020-0397
Ph: 425-771-2700 Fax: 425-672-8471
www.genwest.com

Genwest Systems Inc., an equal opportunity employer, is currently accepting applications for a **Disaster Preparedness Specialist**. This position will primarily support our clients at the National Oceanic & Atmospheric Administration (NOAA), Office of Response and Restoration (OR&R), Disaster Preparedness Program (DPP) clients, and will be based out of the NOAA Disaster Response Center in Mobile, AL.

Position Background & Description:

The Disaster Preparedness Program (DPP) and the NOAA Gulf of Mexico Disaster Response Center (DRC) serve a vital role for NOAA preparedness and 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. Environmental disaster exercises, training, readiness planning, regional coordination, and recovery are focus elements to program support. Documenting lessons learned from past exercises and actual emergency and disaster events such as major oil spills, post-hurricane disaster, and pandemics are critical to improving future program readiness.

The Disaster Preparedness Specialist position will supplement and support the mission activities of the DPP, including exercises, training events, workshops and support of the NOS Incident Management Team. This position will focus on the DPP goal of continuous improvement for disaster planning, readiness, and response to include coordinating post-event lessons learned activities, writing after-action reports, and tracking improvement plans. Successful candidates for the **Disaster Preparedness Specialist** position should have knowledge of the National Planning Framework as well as environmental and emergency preparedness and contingency planning experience for a variety of natural and human-caused disasters such as hurricanes and oil spills.

This position is expected to include periodic travel for meetings and workshops, but may also include deployment to support on-scene response to disasters and events.

Primary Tasks:

The Disaster Preparedness Specialist will work as part of a broader team of DPP and OR&R staff in support of NOAA and NOS mission activities. These will include the DPP coordination lead for continuous improvement portfolio, various training and exercise activities, partnership and stakeholder outreach and support, and support to NOAA and NOS during disaster events. Specific examples may include:

- Serve as a continuous improvement portfolio lead for the DPP.
- Coordinate and support planning and facilitation of coordination meetings to include taking and distributing notes/minutes and ensuring action items and tasks are completed on time.
- Conduct and coordinate post-event after-action reports, assessments, and corrective action plans.
- Support informal training activities across NOS and NOAA on topics directly and indirectly related to disaster preparedness, including preparedness and readiness exercises.
- 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.
- Provide support to DPP and the NOS Incident Management Team preparedness events and disaster events that NOAA/NOS is responding to, including support of situational awareness reporting and other needs.
- Support planning and assessment activities related to NOS emergency response preparedness and readiness.
- Support DPP product and tool development and maintenance, including management of essential records.
- Support partnership engagement through identification and relationship building with new partners or continued collaboration with existing partners.

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- 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.
 - Represent the DPP in internal and interagency meetings and conference calls as needed and appropriate for this position.

Qualifications and Skills:

The successful candidate will be expected to demonstrate the listed qualifications in his/her resume and interview:

- Bachelor's Degree or Advanced Degree (e.g., Master's) 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.
- Relevant or translatable expertise on response frameworks and policy are not required, but are preferred.
- 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.
- Self-motivated, energetic, and pro-active - able to work both independently and in a team setting.
- Ability to adapt to and learn new skills, vocabularies and structures.
- Strong interpersonal and relationship building skills to communicate effectively with diverse organizations, professions, and backgrounds.
- Excellent verbal and written communicator with demonstrated experience working with a variety of stakeholder groups, and strong writing skills.
- Experience working on geographically distributed interdisciplinary teams.
- History of success in team-based project execution, working as both lead and contributor.
- Demonstrated flexible and pro-active approach to problem solving.
- Demonstrated ability to plan and execute long-term projects, including setting timelines and milestones and balancing priorities.
- Ability to work collaboratively - accepting and integrating feedback, suggestions, and comments from team members.

Applicants must be willing to travel and have strong skills in understanding and communicating complex scientific concepts, problem solving, and working effectively and patiently as part of high performing, high expectation teams that include diverse views and opinions.

Benefits & 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 the Genwest full-time benefit package that includes:

- Health insurance
- Paid personal and holiday leave
- 401(k) program eligibility
- Employee disability and life insurance

To Apply:

Please email a resume and 3 references to hr@genwest.com. Please include any cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment (no more than 4 pages in length) with your name included in the .pdf file name. Also, please include the words, "Disaster Preparedness 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 April 9, 2021.**