Genwest Systems Inc., an equal opportunity employer, is currently accepting applications for a Western Regional Preparedness Coordinator. 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) and will be based from NOAA offices at the Western Regional Center in Seattle, WA.

**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.

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, flooding and oil spills. Regional Coordination, exercises, training, and continuous improvement are focus elements in meeting our mission.

**POSITION DUTIES:**

The Western Regional Preparedness Coordinator will be a field-based position and an integral part of the larger DPP team based primarily in Silver Spring, MD and the Disaster Response Center (DRC) in Mobile, AL. Limited telework may be allowed consistent with program policies. This position will support the mission activities of the DPP and to some extent the greater NOAA mission to include preparedness planning, COOP planning, exercise planning and execution, training events, and response coordination during actual natural and human caused emergency events. Example activities and knowledge requirements include, but are not limited to:

* Working with regional NOS field offices and facilities on COOP planning based on changing threats and need to protect staff, resources, and support mission-related operations during disasters.
* Support planning and assessment activities related to NOS emergency response preparedness and mission execution.
* Facilitate identification and support prioritization of program office training and exercise needs relative to COOP and mission focused emergency response efforts.
* Support project and tool development activities.
* Support the NOS Incident Management Team during emergencies through coordination of situational awareness reporting and other needs that may arise.
* Coordinate with the NOAA Regional Collaboration Teams.
* Coordinate and participate in informal and formal training and education activities across NOS and NOAA on topics directly and indirectly related to preparedness and COOP.
* Work with DPP and core-partners to develop formal training classes and exercise activities as needed and as determined by program management.
* Support regional partnership engagement outreach through identification of new partners or continued collaboration and new initiatives with existing partners.
* Carry out other disaster planning tasks internally and in support of regional partners as needed to maintain readiness.
* Maintain open and effective communication with DPP management to ensure that regional activities are well managed and supported by operational plans and budget restraints.
* Convey timely and clear requests for information and updates between the field and DPP management or other appropriate NOAA or partner agency office.
* Participate as part of the broader DPP team in coordination of various working groups and teams related to emergency and readiness planning.
* As needed, provide meeting facilitation, note taking, sharing notes, and making sure other programs that need to know are informed of partnership activities.
* Represent the NOS DPP in internal and interagency meetings and conference calls as needed and appropriate for a federally contracted staff position.
* Additional duties as assigned.
* Periodic travel (once allowed) and 24/7 availability for significant or major emergency events.
* 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:**

This position will require periodic travel (once allowed by NOAA pandemic restrictions) and 24/7 availability during significant or major emergencies such as an earthquake, tsunami, or typhoon. While the primary role of this position is not emergency response, the position may require deployment and incident response support during a major disaster should there be staff capacity needed in support of a NOAA mission. Team members are expected to be open to feedback, suggestions, comments, and ideas for improvements. While this position will be located in Seattle with other NOAA staff, the location will be geographically separated from the rest of the DPP staff - effective communication and coordination skills are required to meet the qualifications.

***Required Qualifications:***

* Master’s Degree or a Bachelor’s Degree 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.
* A self-motivated candidate with fundamental knowledge of disasters and preparedness should be able to quickly gain any additional knowledge required to be a successful member of the DPP Team.
* Strong desire to innovate and identify areas for growth and improvement.
* Strong interpersonal skills and excellent oral and written communication skills to communicate effectively with diverse organizations, professions, and backgrounds.
* Team members are expected to be open to feedback, suggestions, comments, and ideas for improvements on their own approach as well as project actions.
* Highly self-motivated, able to work both independently and in a team setting.
* Honed collaboration and people skills, as well as excellent oral and written communication skills to communicate effectively with various organizations, professions, and backgrounds are critical to the success of this field position.
* Ability to pass a background check required for NOAA security credentials.
* Demonstrated ability to plan and execute long-term projects, including setting timelines and milestones and balancing priorities.

***Preferred Qualifications:***

* Knowledge of Continuity of Operations (PPD-40).
* Knowledge of the NIMS/Incident Command System (ICS).
* Knowledge of NOAA missions in disaster response and the importance of NOAA’s natural trust resources is an advantage when competing for the position and a requirement for staff once onboard.

**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.

**TO APPLY:**

Relevant experience and certifications should be included in resume. Applicants may include a 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.

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, **Western Regional Preparedness Coordinator** 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 October 20, 2021**.