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

Background:

The NOAA Disaster Preparedness Program (DPP) and Gulf of Mexico Disaster Response Center (DRC) serve a vital role for NOAA preparedness and Continuity of Operations (COOP) planning, which includes coordinating operational capabilities and information 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 supports the NOAA mission nationally and regionally, with a base of operations at the NOAA Gulf of Mexico Disaster Response Center (DRC) in Mobile, Alabama. Environmental disaster exercises, training, readiness planning, regional coordination, and recovery are focus elements of the DPP, and this position. Documenting lessons learned from past exercises and actual responses to emergency and disaster events such as major oil spills, hurricanes, and pandemics are critical to improving future program readiness.

Position Duties:

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. This position will also support other DPP mission activities as needed such as exercises, training events, workshops, and support to the NOS Incident Management Team for disaster events. This will include leading the DPP coordination role for continuous improvement, various training and exercise activities, partnership and stakeholder outreach and support, and support to NOAA and NOS during disaster events. Continuous improvement includes leading post-event and exercise “hotwash” reviews, developing an After Action Report, and a corrective action plan if required. Examples of such activities include, but are not limited to:

- 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 assessments; collaboratively writing reports, and corrective action plans.
- Support informal training activities across NOS and NOAA on topics directly and indirectly related to disaster preparedness.
- Support preparedness and readiness 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 structures and content, as determined by program management.
- Provide support to DPP and the NOS Incident Management Team for preparedness events and disaster events that NOAA/NOS is responding to, coordinating situational awareness reporting or other needs that may arise.
- Support planning and assessment activities related to NOS emergency response preparedness and readiness.
- Support DPP products and product and tool development and maintenance.

- Support partnership engagement through identification of new partners or continued collaboration with existing partners.
- Support outreach and communications on DPP activities and initiatives.
- Carry out other disaster planning tasks as needed to maintain readiness.
- Convey timely and clear requests for information, plan and action 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:

This specific 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. The 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.

Required Qualifications:

- Bachelor's Degree with directly related experience or an advanced degree 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.
- Be able to undertake periodic travel.
- During major emergencies and disaster events, limited 24/7 availability may be required to support program responsibilities.
- Team members are expected to be open to feedback, suggestions, comments, and ideas for improvements.
- Be self-motivated.
- Be able to work both independently and in a team setting.
- Have a strong desire to innovate and identify areas for growth and improvement.
- Have excellent interpersonal skills and be proficient with oral and written communications to coordinate and collaborate effectively with various organizations, professions, and backgrounds.

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. Applicants may include a one page cover letter describing your experience that relates directly to the job duties stated in this posting, and should 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 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 October 31, 2022.