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Genwest Systems Inc., an equal opportunity employer, is currently accepting applications for the **Southeast Regional Preparedness Coordinator** position, which will primarily support our clients in the National Oceanic & Atmospheric Administration (NOAA), National Ocean Service (NOS), Office of Response and Restoration (OR&R), and the Disaster Preparedness Program (DPP). This position will be located at the Charleston Federal Campus in Charleston, SC. Telework options would be considered for a portion of the normal work.

POSITION BACKGROUND AND DESCRIPTION:

The DPP 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. The DPP serves a vital role for 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 mission of NOAA DPP is to “ensure National Ocean Service programs, partners, and coastal communities are able to effectively prepare for, respond to, and recover from all hazards including coastal disasters.” As such, Regional Preparedness Coordinators (RPCs) are tasked with building productive relationships with regional partners and key stakeholders and providing information and points of contact to NOAA products, services, and tools that would assist in preparedness planning and emergency response.

POSITION DUTIES:

Examples of activities and tasks include, but are not limited to:

- Coordination -
 - Coordinate with the NOAA Regional Collaboration Teams.
 - Coordinate and participate in training and education activities on topics directly and indirectly related to preparedness and COOP.
 - As needed, provide meeting facilitation, note taking, sharing notes, and making sure other programs that need to know are informed of partnership activities.
 - Maintain open and effective communication with the Disaster Preparedness Program management to ensure that regional activities are covered, well managed and supported by operational plans (as budget restraints allow).
 - Support project and tool development activities.
- Continuity of Operations Planning (COOP) -
 - Work with regional NOS field offices and facilities on COOP planning based on changing threats and the need to protect staff, resources, and support mission-related operations during disasters.
 - Facilitate identification and support prioritization of program office training and exercise needs relative to COOP and mission focused emergency response efforts.

- Emergency Response Planning –
 - Support planning and assessment activities related to NOS emergency response preparedness and mission execution.
 - Support the NOS Incident Management Team during emergencies through coordination of situational awareness reporting and other needs that may arise.
 - Carry out other disaster planning tasks internally and in support of regional partners as needed to maintain readiness.
 - Participate as part of the broader Disaster Preparedness Program Team in coordination of various working groups and teams related to emergency and readiness planning.
- Training –
 - Work with the Disaster Preparedness Program and core-partners to develop formal training classes and exercise activities as needed and as determined by program management.
- Communication –
 - Support regional partnership engagement and outreach through identification of new partners or continued collaboration and new initiatives with existing partners.
 - Convey timely and clear requests for information and updates between the field and Disaster Preparedness Program management or other appropriate NOAA or partner agency offices.
 - Represent the NOS Disaster Preparedness Program in internal and interagency meetings and conference calls as needed and appropriate for a federally contracted staff position.
- Additional duties as assigned.

QUALIFICATIONS AND SKILLS:

The successful candidate will be evaluated based on their ability to demonstrate the listed qualifications and desired skills in their resume and interview:

Required Qualifications:

- Education & Experience –
 - Solid knowledge of emergency preparedness and contingency planning
 - Master's Degree or Bachelor's Degree with at least two years experience in the following fields: emergency management, environmental science, marine science, biological science, physical science, geographic/geological science, meteorology, urban or coastal planning; engineering, economics, public administration; or political science
- Skills –
 - Highly self-motivated, be able to work both independently and in a team setting, and have a strong desire to innovate and identify areas for growth and improvement
 - Collaboration and people skills, as well as excellent oral and written communication skills to communicate effectively are critical to the success of this field position
 - Ability to work and travel periodically and 24/7 availability during a significant or major emergency such as an earthquake, tsunami, or typhoon
 - History of success in team-based project execution, working as both lead and contributor on diverse multi-disciplinary teams

- o Demonstrated flexible and proactive approach to problem solving
- o Demonstrated ability to plan and execute long term projects, including setting timelines and milestones, balancing priorities

Desired Qualifications:

- Knowledge of Continuity of Operations and the NIMS/Incident Command System (ICS)
- Possess HAZMAT training (24 or 40 hour) or willing to take this training

COMPENSATION:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is also 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:

Please submit your application, including any cover letter (optional), resume (less than 4 pages), and 3 references to hr@genwest.com. Please include these materials in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. Also, if submitting by email please include the words, **“Regional Preparedness Coordinator - Southeast”** 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 before July 7, 2023.**