



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

POSITION BACKGROUND AND DESCRIPTION:

This position will support the DPP's mission to ensure NOAA, NOAA partners, and coastal communities are able to effectively prepare for, respond to, and recover from all hazards, including coastal disasters such as major oil spills and hurricanes. The DPP supports an all hazards readiness posture that includes natural and human caused disasters. DPP mission activities are subdivided into six portfolios - Continuity of Operations (COOP), Exercises, Incident Management Team Coordination, Lessons Learned / Continuous Improvement, Training, and Recovery. The DPP headquarters office is located in Silver Spring, MD and includes the NOAA Gulf of Mexico Disaster Response Center (DRC) located in Mobile, AL. Organizationally, the DPP is part of the NOAA National Ocean Service's Office of Response and Restoration (OR&R). The DPP Training Coordinator will also work closely with OR&R's Emergency Response Division (ERD), which is based in Seattle, WA.

POSITION DUTIES:

The DPP Training Coordinator will bring additional capacity and skills to the DPP to support the training mission as well as contribute to other preparedness, response, and recovery activities as assigned.

Typical responsibilities may include the include, but are not limited to:

- Coordinate with scientists and instructors to execute the training goals of the Disaster Preparedness Program to include establishing training dates, locations, and student/instructor communications.
- Work within the DPP and across NOS and NOAA to design and develop mission-focused training courses with appropriate, clear and concise training content.
- Provide subject matter expertise on future course development and delivery.
- Coordinate and support OR&R training logistics and activities locally, regionally, and nationally.
- Facilitate, deliver, and provide training and/or presentations as needed.
- Coordinate training needs assessments for future strategic planning.
- Track and analyze course feedback, resulting in tangible improvements to course material, delivery, and student experience.
- Research and evaluate training courses and programs offered elsewhere that may be beneficial to building enhanced response, recovery, and resiliency expertise within NOS, NOAA, and other partners and stakeholders.
- Support the planning and facilitation of non-training specific meetings projects as needed (such as post-incident or exercise after-action activities) by taking and distributing notes/minutes, report writing, and ensuring action items and tasks are completed on time.

- Contribute to creative outreach and information sharing efforts related to training activities.
- Experience with American Disabilities Act, Section 508 web compliance a plus.
- As part of the core Disaster Preparedness Program team, all team members participate in activities outside of their primary portfolio as needed to include serving as part of the NOS Incident Management Team for exercises, workshops, and disaster coordination.

QUALIFICATIONS AND SKILLS:

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

Required Qualifications:

- Education & Experience –
 - Bachelor's Degree with experience (greater than 2 years of adult education or learning advantageous) or an advanced degree such as a Master's Degree in one or a combination of, but not limited to, the following fields: education, emergency management, environmental science, biological science, physical science, marine science, geographic/geological sciences, meteorology, urban or coastal planning; engineering, economics, public administration, public health, or political science.
- Skills
 - Education and training of adult learners
 - Experience in providing and facilitating training, planning and managing training activities, Development and delivery of course content
 - Self-motivated, be able to work both independently and in a team setting
 - Strong desire to innovate and identify areas for growth and improvement in our training program
 - Excellent interpersonal skills
 - Proficient with oral and written communications
 - Able to coordinate and collaborate effectively with various organizations, professions, and backgrounds
 - Experience and skills with virtual communications
 - Capable of delivering training virtually through platforms such as Google Meet, Adobe Connect, and other common platforms
 - Able to effectively work with staff remotely through email and video teleconferencing to accomplish project objectives

Desired Skills

- Science knowledge especially in the marine, meteorological, and environmental sciences is advantageous as NOAA is a science agency, but not a requirement for applicant consideration as this staff position will work closely with NOAA scientists, responders, and other subject matter experts
- Certifications/accreditations in education
- Certifications/accreditations in emergency management
- Knowledge of Continuity of Operations (PPD-40)
- Knowledge of NIMS/Incident Command System (ICS) or exercise/training planning or execution

Applicants must be able to travel periodically throughout the U.S. and U.S. Territories to support

training activities, meetings, workshops, and other mission support activities. Typical travel for this position is expected to be 5 to 6 trips annually of 2 to 5 days in duration.

COMPENSATION:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The expected wage range is \$60,000 to \$75,000 per year. 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 your resume, as well as 3 references. Applicants may include a one page cover letter describing your experience that relates directly to the job duties stated in this posting.

Please submit all application content (optional cover letter, your resume, and references) in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. If applying by email, please submit to **hr@genwest.com**, including the words, "**Training Coordinator - Seattle**" in the subject line of your email, if applying by email.

Applicants selected for interviews will be contacted via email. **The position will remain open until filled, with priority given to applications received by November 13, 2023.**