



# PA Program Manager (Posting #20-09-Q)

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## Introduction

AC Disaster Consulting is a woman-owned disaster recovery and preparedness consulting firm focused on providing the highest quality services to our clients and partners.

## Mission of Role

Our mission is to provide compassionate consulting services to local, state, federal, and industry clients active in disaster response and recovery operations and preparedness. We will be on-time, on-target, and on-budget every time with services aligned to the evolving threats and hazards facing our nation.

## Location

- Houston, TX (possibility of activation)

## Role Competencies

- Highly organized
- Detail-oriented
- Able to multi-task in a fast-paced environment
- Strong interpersonal skills
- Active listener
- Strong time management skills
- Strong oral and written communication skills
- Comfortable talking with people of all backgrounds
- Customer service oriented

## Technical Skills

- Excellent and proven computer skills, particularly with database software and Microsoft Office Suite

## Job Requirements + Duties

- Background Check, as needed.
- Valid Driver's License.
- Willingness to travel to meetings and other events, sometimes after hours and on weekends.
- Access to reliable transportation for travel within the region this position serves.
- Help compile, organize, and manage project applications, documentation, and inspection reports to demonstrate compliance with FEMA guidelines.
- Participates in regular client meetings and provides updates on work status, evaluates claims, makes recommendations as to whether the claim is eligible and resolves eligibility issues.

## Required Qualifications

- FEMA's Public Assistance Program experience.
- Ability to be flexible in a dynamic environment and outstanding written and verbal communication skills.
- Experience conducting preliminary damage assessments (PDAs) in the field with Federal, State and local officials.
- Experience writing Project Worksheets (PWs) for the purposes of determining project eligibility, scopes of work and estimating costs to repair or replace a facility or structure to restore it to its pre-disaster design.

## Preferred Qualifications

- Bachelor's Degree in a relevant field preferred, with experience in emergency management, homeland security, disaster recovery, accounting, finance or another relevant field.
- Three or more years of experience in the industry.
- Ability to mobilize within 24-48 hours, commit to a minimum 90-day assignment in remote locations and disaster conditions.
- Due to the nature of the work, candidates must have excellent communication skills.

**Job Type:** Full-time

## Benefits:

- Health insurance

## Schedule:

- 8-hour shift / 10-hour shift
- Monday to Friday
- Overtime
- Weekends

**How to Apply:** Please send your resume to resume to [jobs@acdisaster.com](mailto:jobs@acdisaster.com).