EOC Surge Support/Staff Augmentation
(Posting #20-06-H)

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. Our mission is to provide compassionate emergency management and disaster recovery services to local, state, federal, and industry clients.

Mission of Role
Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. The EOC Surge Support Staff will play an integral part of helping citizens and communities recover from natural disasters. Applicants should be passionate about making a difference in the world, and interested in supporting local, state, and federal jurisdictions prepare for and recover from disasters.

Location
- Tallahassee, Orlando, or other Cities in Florida as directed

Hours
- 20-40 Hours/Week

Rate
- Dependent on Role.

Role Competencies
- Understand emergency management, emergency planning, and Emergency Operations Center (EOC) operations, to include Emergency Support Functions (ESF).
- Be highly organized and detail oriented.
- Able to multi-task in a fast-paced environment.
- Possess strong interpersonal skills and be an active listener.
- Possess strong time management skills, along with strong oral and written communication skills.
- Be customer service oriented.

Technical Skills
- Excellent and proven computer skills, particularly with database software and Microsoft Office 365.
- Use Microsoft Office (i.e. Excel and Word) for analysis and communication.

Types of Tasks
- Assist with EOC planning and coordination activities.
- Assist with EOC logistics and resource management activities.
- Assist with data analysis, data management, and data entry tasks as related to response and recovery activities.
- Prepare for surge operations and co-responses (i.e. a hurricane response) with the COVID-19 outbreak.

Required Qualifications
- EOC and response operations coordination experience and surge support for any task forces.
  - Receive information from the field and make appropriate notifications as required by Standard Operating Procedures.
  - Assist in all matters of EOC operations, including Planning, Logistics, Operations, and Administration-Finance.
  - Assist in resource coordination, information coordination, and Continuity of Operations Plan (COOP) coordination.
- Ability to assist in response data management and data analytics.
- Ability to pass a Background Check, as needed.
- Possession of a valid Driver’s License.
- Ability to be flexible in a dynamic environment and outstanding written and verbal communication skills.

Preferred Qualifications
- Bachelor’s Degree in a relevant field preferred, with a minimum of three years’ 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.

How to Apply
Please send your resume to jobs@acdisaster.com.