



# Emergency Management Specialist, EOC and Operational Support (Posting #20-03-E)

## 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 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.

## Mission of Role

Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. The Emergency Management Specialist for Disaster Recovery Services 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

- Client-Based Sites as needed

## 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
- Use Microsoft Office tools for analysis and communication

## Required Qualifications

- Willingness to be deployed to Florida and other locations around the country as needed, sometimes after hours and on weekends.
  - Multi-week deployments are required.
- 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.
- Access to reliable transportation for travel within the region this position serves.
- Background Check, as needed.
- Valid Driver's License.
- The 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 resume to [jobs@acdisaster.com](mailto:jobs@acdisaster.com).