



## Public Assistance Program Manager (Posting #19-10-B)

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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.

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 Public Assistance Program Manager 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**

- Tallahassee/ Capital Region, FL

### **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

### **Required Qualifications**

- Willingness to travel to meetings and other events throughout the Florida, sometimes after hours and on weekends.
- Access to reliable transportation for travel within the region this position serves.
- Background Check, as needed.
- Valid Driver's License.
- FEMA's Public Assistance Program experience.
- The 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 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).