

Job Posting

Job Title: Emergency Management Assistant

Dept: Emergency Management

Report to: Director of Emergency Management

Job Category: Full-time

Classification: Exempt

Summary of Position

Reporting directly to the Director of Emergency, the Emergency Management Assistant will collaborate in the development and implementation of the ARRL's emergency communications and emergency response functions, both internally and externally, and the delivery of ARRL public service communications training programs.

Major Duties and Responsibilities

- Represent ARRL to the Amateur Radio community at hamfests, conventions, meetings and national level exercises as assigned.
- Provide assistance and guidance to Section Manager and Section Emergency Coordinators regarding emergency preparedness and response.
- Manage day to day administrative functions related to ARRL public service communications training courses and provide support to students, instructors, and mentors.
- Service as liaison to ARRL partners as assigned by Emergency Preparedness Manager.
- Manage Ham Aid inventory and assist with fulfilling deployment requests.
- Serve on ARRL's Headquarters Emergency Response Team.
- Assist with website content related to emergency communications.
- Field questions from members regarding ARRL's emergency communication program.
- Interact with ARES field leadership.
- Represent ARRL at national and regional level exercises as assigned.
- Other duties as assigned.

Expectations

- Contributes to creating positive energy in a collaborative team atmosphere, showing excitement and pride in the team's work and being accountable for the results.
- Experience with Amateur Radio emergency communications in ARES, or it's equivalent and completion of ARRL EmComm Level 1 course.
- Completion of FEMA courses IC-100, ICS-200, ICS-800, ICS 700 required. Other FEMA courses are highly recommended.
- Must be proficient in Microsoft Office Suite, social media, and other software applications as required.
- Previous experience in public safety, disaster relief, or emergency management strongly preferred.

- Experience working with volunteers preferred.

Knowledge and Skills

Experience

- Three to five years of similar or related experience.

Education

- A college degree in a non-technical discipline (e.g., BBA, BA, or BFA), or (2) achievement of journeyman status in a recognized trade, (3) achievement of formal certifications recognized in industry as equivalent to a bachelor's degree, or (4) in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training.

Interpersonal Skills

- Work involves much personal contact with others inside and outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions require confidentiality and discretion, requiring diplomacy and tact in communication.

Work Environment: Goal and deadline driven office in Newington, CT with the possibility of occasional travel.