The Virgin Islands Territorial Emergency Management Agency is seeking qualified applicants for the following position:

**EMERGENCY PLANNING COORDINATOR**

Under limited supervision from the Deputy Director of Preparedness, the Emergency Planning Coordinator is responsible for the overall planning process as it relates to emergency management in dealing with response, recovery, preparedness, and mitigation.

**ESSENTIAL FUNCTIONS:**

- Performs all-hazard emergency planning and coordinates plans with various response agencies, volunteer organizations, businesses, and private industries.
- Performs administrative, technical, and planning duties in order to integrate emergency response plans with response activities for other emergency management programs.
- Develops and maintains Emergency Operations Plan.
- Reviews and maintains response appendices to meet CPG 101, National Response Framework, and local standard operating guidance.
- Reviews specialized reports, formulates comments, and summarizes content to provide emergency planning recommendations.
- Coordinates VITEMA development and review of effective emergency preparedness and response activities.
- Conducts regular review of local, territorial, federal, and private industry emergency response plans, employing standard emergency management concepts and strategic methodologies.

**QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor’s degree, and three years of experience as an emergency planner, or in the emergency management field, or with community planning or other related work experience. Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.
- Knowledge, Skills, and Abilities, not all inclusive: Knowledge of management and supervisory principles, practices, concepts, and techniques. Knowledge of planning activity reports and other required documentation for federal and territorial emergency response plans and procedures. Knowledge of operational drill and/or exercise scenarios designed to train, test, and evaluate emergency response concepts or standard operating procedures. Knowledge of emergency plans, procedures, or protocols to implement changes and improve efficiency as appropriate. Knowledge of related training programs that would improve the overall planning process. Knowledge of related training programs that would improve the overall planning process. Knowledge of related programs as they apply to staff, training, planning, and development. Must be skilled in organization and planning techniques. Must be skilled in the planning process and familiar with CPG 101, the National Response Framework, NFPA 1600m and other planning guidance as directed. Ability to coordinate planning activities as they relate to emergency management. Ability to establish and maintain effective working relationships with other government and non-government entities. Ability to react quickly and calmly in emergency situations and to function for extended periods of time under stressful conditions.

**SALARY:** $60,000 per annum depending on qualifications.

**APPLICATIONS INSTRUCTIONS AND PROCEDURES:**

Interested applicants are asked to submit a cover letter and resume to merlinda.philomene@vitema.vi.gov on or before **July 22, 2022, at 5:00 p.m.** Please be sure that your email subject line reads Emergency Planning Coordinator Applicant.