



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: May 22, 2019

Closing Date: Open Until Filled

EMERGENCY PREPAREDNESS COORDINATOR

Annual Salary: \$48-\$50K (DOE)

Benefits: Medical, Dental, Basic Life & 401(k)

Under the general supervision of the Assistant Director, the Emergency Preparedness Coordinator performs technical research, analysis and program development, and implementation related to public safety, emergency preparedness, and emergency management in Indian Country planning. This includes: developing, coordinating, facilitating, and instructing on issues related to emergency management principles, hazards analysis, hazard mitigation, table-top exercises, utilizing best practices, and ensuring the safety and welfare of tribal communities through public safety information sharing and training. Position requires monthly travel. Timely and regular attendance to work and work-related events is an essential function of this position.

DUTIES AND RESPONSIBILITIES: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Oversee the Hazardous Materials Emergency Preparedness Program, and projects from the Federal Emergency Management Agency (FEMA) /Department of Homeland Security and the Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA);
- Plan, coordinate, and implement program activities to meet the needs of Tribal communities;
- Plan, coordinate, and administer the Indian Country Intelligence Network activities including information dissemination, and meeting & event coordination;
- Prepare operating budgets and monitoring budgetary expenses for the program;
- Develop appropriate strategies to strengthen and expand the program in concert with the needs of Tribal communities;
- Provide support to other related environmental programs as necessary. This includes completion of special projects and tasks as assigned; work with other ITCA staff on interdisciplinary projects and activities;
- Will travel nationally and in and out of the State for up to six (6) days in a week.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Stafford Act, EPCRA, and related policies and issues affecting Tribes ;
- Knowledge of Public Safety and Law Enforcement;
- Knowledge of Emergency Preparedness and Emergency Management topics as they relate to Tribal Emergency Preparedness and Management;
- Ability to research and analyze policies and procedures and the application to Tribal governments;
- Ability to develop, coordinate, and facilitate training programs and present information;
- Intermediate to expert computer skills (Microsoft Office Suite-word.)

Education Requirements and Experience:

BA Degree from an accredited college or university in Justice Studies, Public Health, Environmental Science, or related field, plus 7 years of professional experience in emergency management, public health, law enforcement or equivalent education and experience. Adult instruction history or similar training and experience with adult instruction preferred. Must have knowledge and experience working with tribal communities in Arizona. Possess a valid Arizona Driver's License and be willing to travel throughout Arizona and nationally. Background check required.

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community

Cocopah Indian Tribe

Colorado River Indian Tribes

Fort McDowell Yavapai Nation

Fort Mojave Indian Tribe

Gila River Indian Community

Havasupai Tribe

Hopi Tribe

Hualapai Tribe

Kaibab Band of Paiute Indians

Pascua Yaqui Tribe

Pueblo of Zuni

Quechan Tribe

Salt River Pima-Maricopa Indian Community

San Carlos Apache Tribe

San Juan Southern Paiute Tribe

Tohono O'odham Nation

Tonto Apache Tribe

White Mountain Apache Tribe

Yavapai-Apache Nation

Yavapai-Prescott Indian Tribe