



Position Description Analyst III – Emergency Management Specialist

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| Position Title | Analyst III: Emergency Management Specialist |
| Position Description | <p>The team member will be responsible for managing emergency management training and exercise projects according to the Project Management Book of Knowledge standard and developing/conducting training and exercises. This will include leading and collaborating with a team and participating in training analysis, design, development, implementation, and evaluation that exceeds customer expectations and meets business objectives and goals. This position requires a mature understanding of and experience with adult learning methods, instructional system design, and training delivery. The position also requires a solid understanding of the Homeland Security Exercise Evaluation Program. The successful team member will take projects from concept to delivery by applying their skills, collaborating with partners and customers, and leading others throughout the process.</p> |
| Essential Responsibilities | <ul style="list-style-type: none">• Design, develop and deliver courses in accordance with the ADDIE instructional system design method• Instruct a variety of emergency management courses including FEMA certified courses not limited to climate resilience, public information and warning, preparedness• Design, develop, conduct, and evaluate exercises on hazardous materials response and recovery• Conduct nuclear response training and exercises• Lead others by exemplifying core values, motivating team, and fulfilling customer requirements with excellence.• Develop and update plans for our clients (e.g., EOPs, COOP, Hazmat ERPs, etc.)• Deliver exceptional products that results in exceeding customer expectations and loyalty.• Actively contributing to and encouraging others to support company goals, objectives and ethical standards.• Demonstrate clear and effective communication skills: communicating tasks, developing and reviewing products, and corresponding with clients.• Review and approve deliverables for technical accuracy and completeness in accordance with ASG's quality standards.• Train team members on new projects and their roles (e.g., certifying new instructors); develop technical leaders among team.• Work under the general supervision of an executive.• Maintain currency in relevant job knowledge to ensure that you are able to execute your responsibilities successfully.• Navigate decision-making based on the core values of the company, maintaining professionalism at all times, and holding others accountable with these core values.• Plan and complete work in a manner that reflects commitment to and supports achievement of quality, environmental, and occupational health and safety goals. |
| Qualifications/Requirements | <ul style="list-style-type: none">• Education: Requires a Bachelor's degree in area of specialty. Bachelor's degree can be substituted with 4 years of relevant full-time |



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experience.

- **Skills:** Tech savvy, proficient in MS Excel functions, formulas, pivot tables, able to operate autonomously with M365
- **Experience:** 12+ years of experience in the 3E9 USAF specialty. A minimum of 6 years supervisory experience preferred.
- **Certification:** Instructor certification highly desired.
- **Required training:** NIMS, ICS, HSEEP, Nuclear response

Additional Eligibility Qualifications

ASG will only employ those who are legally authorized to work, eligible for a DoD security clearance. Any offer of employment is conditioned upon the successful completion of a background investigation and drug screen. Ability to travel frequently to client sites to deliver training and consulting services and work beyond normal business hours when required to complete essential responsibilities.

Physical Demands Must Be Able to

- Travel about 25% on various modes of transportation including international travel. Must have a current passport.
- Lift and carry minimum 25 lbs. frequently
- Able to climb/ squat/ bend/ kneel / twist / turn / reach above shoulder
- Sit and stand for extended periods of time
- Utilize computer keyboard (type) and accessories repetitively and for extended periods
- Stand or walk for periods of eight hours or more
- Work in various climates from extreme cold or heat
- Walk and stand on uneven terrain

Work environment:

Generally, works in an office environment or customer supplied facility office environment but frequently may be required to perform job duties outside of the typical office setting, i.e., field conditions, training and exercises.

Other:

Ensures that all tasks are performed in accordance with the company's ISO 9001/14001/45001 compliant Integrated Management System.

The statements included in this position description are intended to reflect in general the duties and responsibilities of this classification and are not intended to be interpreted as all inclusive.