FEMA IMMEDIATE RECRUITMENT NOTICE

The recent hurricanes and flooding in Florida and the southeastern States have generated the need for additional staff to support the federal recovery efforts. FEMA is looking to add to its disaster assistance reservists mitigation cadre. The positions are intermittent on-call to provide support during a presidentially declared disaster. They require knowledge and experience in a variety of disciplines to include building science, public education, planning, floodplain management and grants management.

If you would like to help the citizens and communities impacted by the recent hurricanes rebuild to a more disaster resistant standard, you may be interested in these job opportunities. You must be immediately able to work in Florida and other southeastern states for an extended period of time. The work environment will be stressful and the hours long. Do not expect air conditioning or a room with a view. Do expect a rewarding job experience, in public service to the communities and citizens rebuilding their lives.

We are looking for highly motivated and flexible individuals with the following qualities:

- Customer service oriented, able to work with diverse audiences and groups;
- Sensitive to assisting people who have been through traumatic events;
- Ability to work in culturally diverse communities.
- Possessing technical background with the ability to explain to the non-technical among us; and
- Ability to perform consistently at a highly functioning level in a stressed and ever changing environment.

If you are interested in applying for one of the positions, a position description is available on the web at: http://www.fema.gov/fima/recoveryemployment.shtm

Salary will be based on demonstrated experience and the technical difficulty of the position applied for.

Please overnight mail your resume and a cover letter explaining your qualifications for the position. Please note the degree to which you possess bilingual and multilingual skills, include your social security number and citizenship (applicants must be U.S. citizens).

Correspondence should be sent as soon as possible to:

Maria J. Vorel
FEMA Mitigation
500 C Street, SW
Room 409-A
Washington, D.C. 20472

The following hazard mitigation positions are available:
Hazard Mitigation Community Planners
Assist local governments with hazard mitigation plan development, review and approval process. Provide technical assistance to local officials in plan development. Provide Mitigation and sustainability outreach to the planners within the disaster-impacted area.

Hazard Mitigation Grant Program Specialists
Develops a strategic plan for FEMA to assist the State in the implementation of the hazard mitigation grant program; conduct applicant briefings in support of hazard mitigation project management.

Civil Engineers (Hydrology & Hydraulics)
Coordinate efforts to determine and provide current technical information on flood hazards for disaster area to program staff; Identifies the need for, initiates and coordinates the reevaluation of existing structural integrity and determines causes of success or failure.

Mitigation GIS Specialists
Provides, analyzes and presents spatial data in the form of maps and data reports. Provide data that supports hazard mitigation activities; coordinate data acquisition with other offices in disaster recovery.

Mitigation Advisor - Disaster Contractors Network
Assures operational coordination between the Disaster Contractor Network and Federal/State recovery and mitigation implementation. Develops the strategic planning for the Disaster Contractors Network in support of mitigation field activities. Facilitates public/private coordination in the mitigation recovery operations.

Deputy Community Education & Outreach Branch Chief: Large team management position. Responsibilities include creating and developing education and outreach strategies within diverse communities affected by a disaster; supervising first line managers; establishing procedures for conducting day-to-day operational activities.

Publications Development Manager: Management position. Responsibilities include managing and supervising the design, development and mass distribution to diverse audiences of print and electronic media in support of FEMA, State and local community education and outreach projects. Also creates and delivers mitigation presentation and promotional materials: graphics, posters, signage and others. Provides publications support in response to changes that require immediate alternate policy or program direction.

Publications Distribution Coordinator: Organizes and maintains mitigation publications inventory and manages mass distribution to Disaster Recovery Centers (DRC), Mitigation Assistance Centers, community meetings, special events and various state, county, and city officials. Maintains an orderly and safe publication storage area.
**Disaster Recovery Center Mitigation Advisors:**
Works with diverse citizens and businesses to advise and promote rebuilding techniques for homes and businesses that will prevent or reduce losses from future disasters; disseminates mitigation information. Reports and logs pertinent information gathered from public contacts and other sources.

**Disaster Recovery Center (DRC) Mitigation Field Supervisor:** Large team management position.
Supervises Mitigation Advisors in statewide remote locations; oversees logistics, administrative functions and the training and development of Mitigation Advisors. Coordinates with DRC managers to optimize disaster assistance applicant routing and maximize opportunities for interviews.

**Flood Management Specialists**
Develop and implement strategy for National Flood Insurance coordination, compliance community outreach; ensure coordination of Federal and State recovery activities that have an impact on coastal and riverine floodplain management.

**Insurance Specialists**
Provide technical expertise to the disaster field staff on all insurance matters, especially the National Flood Insurance Program; provide expertise and resources to staff on insurance interface problem solving and communication; disseminate flood insurance and floodplain management information to disaster affected communities; attend town and community meetings in the impacted areas to provide information and answer questions about National Flood Insurance Program regulations and policy terms, coverage, limitations and exclusions.

**Success Stories Developer/Writers**
Coordinates, identifies, investigates the documentation of mitigation successes and best practices. Gathers information from residential, commercial, pubic and voluntary agency segments of the community to develop, write/edit, and produce mitigation best practices stories for mass distribution. Stories document, illustrate and promote mitigation projects that minimized disaster damage.

**Computer Graphics Technicians**
Responsible for developing and producing FEMA disaster specific mitigation graphics, presentations and publications for the Mitigation Community Education and Outreach (CEO) Branch. Creates the associated narrative and integrates it with professional presentation materials and briefing support packages. Uses creative skills to develop a meaningful message to diverse audiences.

**Internal/External Information Coordinator**
Provide technical/administrative and coordination assistance to the Community Education and Outreach Branch (CEO). Outreach Development Coordinator to manage the workflow of long-term, concurrent field activities. Gathers, correlates and manages information pertinent to mitigation outreach opportunities. Identifies ongoing community activities and meetings, including public and private that offer opportunities to participate on their agenda. Collects and organizes data for CEO Branch reports.