

## **EMPLOYMENT OPPORTUNITY**

### **CITY OF PHILADELPHIA MANAGING DIRECTOR'S OFFICE OF EMERGENCY MANAGEMENT**

**TITLE:** Mass Care Planning Coordinator

**SALARY:** Not to Exceed \$55,000 USD/Year

**EMPLOYMENT STATUS:** This is a full time, exempt (at will) position. This position is grant-funded.

#### **I. GENERAL OVERVIEW**

The Office of Emergency Management (OEM) works to mitigate, plan, and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia.

Candidates for this position should possess a strong desire to work in a team-oriented, fast-paced, professional public safety environment, and a willingness to serve the public in the fifth largest city in the nation. The successful candidate for this position will assist with the development, strategic planning, implementation, and evaluation of an integrated preparedness program to support the preparedness for and response to emergency incidents in Philadelphia.

#### **II. TYPICAL EXAMPLES OF WORK**

Under the direction of the Health & Human Services Program Manager, the Mass Care Planning Coordinator is responsible for a range of activities including, but not limited to, the following:

- Gaining subject matter expertise in the area of disaster response and recovery related to human services.
- Developing partnerships with stakeholders from local, state and federal government as well as community-based organizations, non-profit organizations and private entities.
- Researching, reviewing, and synthesizing best practices related to human services planning and operations.
- Leading planning initiatives related to human services, including, but not limited to mass care and congregate services, individual client services, family assistance services, coordination of disaster assistance centers, interim housing, and other recovery efforts.
- Writing, maintaining, and updating a complement of documents including, but not limited to project memorandums, citywide emergency plans, and incident action plans.
- Facilitating communication and coordination between agencies involved in emergency response under the direction of designated OEM response team leaders.
- Performing other work as required.

#### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal skills
- Effective oral and written communication skills
- Strong leadership and negotiation skills

- Ability to maintain effective working relationships and develop partnerships
- Ability to coordinate diverse groups toward a common goal
- Ability to contribute and coordinate work in a team
- Ability to interpret federal and state emergency management requirements and regulations
- Proficiency with Microsoft Office software (Word, PowerPoint, Excel, Access)

#### IV. MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited school in planning, public health, psychology, social work, or a related field.
- Experience working within an emergency management, public health, social work or human services organization is preferred.
- Experience working with or providing services to vulnerable populations including individuals with disabilities and other access and functional needs, racial and ethnic minorities, economically disadvantaged, children, and/or the elderly is preferred.
- Familiarity with the Americans with Disabilities Act (ADA), universal accessibility, universal design, and cross-disability access issues is preferred.
- Familiarity with Philadelphia geographic area is preferred.

#### V. ADDITIONAL REQUIREMENTS

- All OEM personnel are required to serve in an on-call capacity and are required to work during non-business hours for extended periods of time in a field environment and during activations of Philadelphia's Emergency Operations Center (EOC). This is generally for a period of one week per month, however, during major emergencies, disasters, or special events, employees will be required to work additional hours, not only when on-call.
- Full-time residency within the City of Philadelphia geographic boundaries required within six months of hire. There are no exceptions to this policy.
- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six months of hire.
- Ability to physically perform the duties and work in the environmental conditions required of this position.

#### VI. APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter, resume, and brief (not to exceed 3 pages) writing sample (showing your ability to write a plan, policy or report-style document) to:

Andrew Dahl, Health & Human Services Program Manager  
 Managing Director's Office of Emergency Management  
 Email: [andrew.dahl@phila.gov](mailto:andrew.dahl@phila.gov)