



Position Description

Position Title: Emergency Management Planner

Employment Type: Permanent

Location: Remote - Nationwide

Salary Range: Hourly, \$25.00 - \$45.00 per hour DOE Non-Exempt

Summary: The Planner will work directly with external clients on emergency management and hazard planning projects as a subject matter expert. The role also involves reviewing requests and preparing proposals to secure new engagements.

Key Responsibilities:

- Authors plans, analysis, and other deliverables specific to the engagement, with particular emphasis on Emergency Operations Plans and Hazard Mitigation Plans. Ensures recommendations comply with accepted guidance, standards, and regulations.
- Ensures emergency management and hazard mitigation plans align with FEMA, NIMS, and other relevant standards.
- Plans projects using software and other tools to determine timeline and milestones.
- Develops and manages project timelines and milestones using project management software to ensure timely delivery.
- Conducts meetings, seminars, conferences, and group meetings as needed.
- Creates and submits regular progress reports as required.
- Reviews Requests for Proposals (RFP), Requests for Quote (RFQ), and other procurements, evaluating the company's capacity to support the client. Estimates job costing and prepares proposals, bids, and other sales documents.
- Assists with the design and conduct of tabletop and other exercises.
- Other related duties as assigned.

Required Education and Experience:

- At least three years' experience in public safety, emergency management, hazard planning or as a first responder, either in a career, internship, or volunteer capacity.
- Knowledge of emergency management frameworks and regulatory guidelines, such as FEMA's Comprehensive Preparedness Guide (CPG) 101 and the National Incident Management System (NIMS).
- Exceptional writing skills.
- Previous work experience as part of a professional team and work environment.

- The ability to work independently and make decisions in the best interests of clients we serve.
- Intermediate knowledge of computer applications including the Microsoft Office 365 suite of products, with an emphasis on Word, Excel, and Outlook and Mac computers.

Preferred Education and Experience:

- Experience working with local or tribal governments.
- Previous experience leading or significantly contributing to hazard mitigation planning projects.
- Work experience in public safety, emergency management, homeland security, or a related field.
- Associate Emergency Manager or Certified Emergency Manager certification.
- Bachelor's degree in business administration, emergency management, public administration, public safety, or another related field.

Other Requirements

- Certain projects may require a background investigation or state/local security clearance, depending on client requirements.

Travel

- Up to 50% nationwide travel may be required.

Working environment and physical demands

- Work is generally done in an office environment and frequently requires the use of computers, copiers, and other standard office equipment.
- This position is eligible for telework and may be based nationwide.
- The incumbent may be required to transport up to 25 pounds on occasion, and frequently sit, stand, and walk.
- Remote employees must have reliable internet access. Equipment and specific software required for remote work will be provided as needed.

About Us

Katmai Solutions is a boutique consulting firm based in Alaska operating throughout the country providing services primarily to local and tribal governments in the fields of emergency management and public safety. We strive to provide personalized service to support our clients, understanding their specific needs and providing solutions based on resource restrictions and other considerations. Our team works closely with each other and with outside sub-contractors to complete deliverables and ensure the best possible product. Although always serving our clients, we believe in a work/life balance that minimizes overtime, allows for flexible schedules, and encourages personal and professional development.

To Apply

Please apply with a resume via e-mail to careers@katmaisolutions.com with 'Planner Application' in the subject line.