

## Emergency Management Resilience Specialist 2

---

### Position Description:

The Tennessee Emergency Management Agency is currently accepting resumes for the position of Emergency Management Specialist 2. This position is for a highly organized and experienced administrative professional to serve as a Resilience Specialist. This position will work with other Resilience Specialists to handle disaster-recovery related programs within the Agency, including the STORM Act, Governor's Response and Recovery Fund, the Helene Interest Payment Fund, and the Helene Emergency Assistance Loan Program. **Duties include management of state-funding grant programs, including application review, monitoring, and communication with awardees, and reporting.** Because of the nature of emergency management, tasks and duties may vary daily and this position requires someone that is able to prioritize, multi-task, anticipate, and adapt quickly to the needs of agency leadership. Excellent written and verbal communication skills are essential. This position reports directly to the TEMA Resilience Manager.

### Individual Requirements:

Familiarity with disaster recovery efforts, including the National Disaster Recovery Framework and the ESF-15 Role. Knowledgeable in cradle-to-grave grant management processes. Demonstrated high level of proficiency with Microsoft Office. Experience working with elected officials at all levels of government. Ability to adapt to changing priorities and act quickly to find alternative solutions to complex issues. Capacity to work independently and on teams. Demonstrated commitment to customer service, integrity, and excellence.

### Essential Job Duties:

- Support Resilience Manager with the Resilience Program Portfolio.
- Serve as ESF-15 during activations of the State Emergency Operations Center.
- Monitor grant awardees for compliance with programmatic requirements.
- Draft reports, policies, and other documents.
- Coordinate with internal and external personnel for events and meetings.
- Provide administrative support and complete all other tasks as directed by the Resilience Manager.

**\*This position is 100% administrative has no duties in the field working to assist at disaster sites.**