

## JOB DESCRIPTION

County of York



Human Resources

### **EMERGENCY MANAGEMENT COORDINATOR**

**Status:** Full-Time  
**FLSA:** Exempt  
**Salary:** \$24-27/hr.  
**Union:** Non-Union  
**Reports to:** Deputy Director of EMA

## ABOUT US

York County Emergency Management Agency (YCEMA), located in Alfred, ME, is a dynamic and progressive government agency whose mission is to lessen the effects of a disaster on the lives and property of residents, municipalities, and businesses of York County through coordination and training on the four phases of emergency management: preparedness, response, recovery, and mitigation. Our diverse team is comprised of a full-time staff, six special response teams, and a cadre of several hundred volunteers all of whom work closely together to provide top-notch comprehensive emergency management services. We care deeply about helping our community through the relationships we have built with Local Emergency Management Directors, first responders, and partner agencies from all 29 towns in York County.

## JOB SUMMARY

We are seeking an Emergency Management Coordinator who believes that teamwork, strategic thinking, and relationship building are the keys to a successful emergency management program. The function of this position is to assist the Director and Deputy Director in organizing all emergency management activities related to minimizing the effects of disasters. Major responsibilities include developing and implementing emergency plans and programs and overseeing preparedness outreach and education. Being successful in this role means you take pride in your ability to collaborate and communicate, and in your analytical and strategic skills to drive continuous improvement. You should possess a strong desire to work in a customer-oriented public safety environment, with a willingness to serve the public in the second most-populated

county in Maine. You appreciate an environment that is flexible, fun, encourages professional and personal development, and where superior work is recognized.

## **SUPERVISION RECEIVED AND EXERCISE**

This position is a non-supervisory position.

## **ESSENTIAL DUTIES**

### **Essential Duties and Responsibilities**

- Develops and updates programs to improve local and county government's ability to respond to emergencies, including planning and preparedness programs, and response and recovery activities.
- Creates engaging preparedness marketing content from emails to social media campaigns, videos, webinars, articles, handouts, displays, and more.
- Identifies opportunities to improve marketing effectiveness by creating accurate targets, building audiences, and fostering new relationships.
- Coordinates public information activities, including public messaging, media relations, education, and outreach; serves as one of the agency Public Information Officers (PIO).
- Develops instructional materials and conducts presentations to groups to provide training on emergency preparedness.
- Develops, implements, and maintains local and regional emergency plans.
- Assists with designing and writing manuals and standard operating procedures to be used in preparation for and response to incidents.
- Develops, enhances, and coordinates relationships with local officials, first responders, schools, health care, and other partners to understand hazards in our community and determine where opportunities for engagement exist.
- Prepares and distributes daily and emergency status reports that describe key information to enhance situational awareness within the county.
- Updates and maintains contact information and resource listings for individuals, equipment, and supplies.
- Conducts research on emergency management best practices.
- During incidents, administers planning functions, including enacting plans, ensuring development and implementation of Incident Action Plans, and management of common operating picture and situation reports.
- Collects data and prepares reports and correspondence related to activities of the agency and emergency planning and response programs.

### **Other Duties and Responsibilities**

- Attends and participates in all required meetings and training sessions.
- Maintains open and consistent communication with supervisor and colleagues.
- Works evenings, weekends, and holidays when emergency situations arise.

## **MINIMUM QUALIFICATIONS**

### **Skills**

- Strong communication skills in writing, public speaking, presenting, and listening.
- Strong skills in technology, particularly social media platforms, PowerPoint, Canva, Adobe, Slack, and more. Capability to learn tools needed to support emergency operations.
- Ability to think critically and solve problems independently and with others.
- Organization and ability to manage time, relationships, schedule multiple meetings, and stay on top of multiple communications and projects.
- Ability to adapt to quickly changing situations that may adversely affect previous priorities, schedules, and routines.
- Social awareness of teammates and stakeholders, especially in supporting the potential and advancement of underrepresented members.
- Ability to effectively communicate and coordinate well with a broad population including community leaders, staff, and volunteers.
- Ability to work creatively and innovatively to ensure continuous improvement of initiatives and outcomes.

### **Education and/or Experience**

- Bachelor's Degree or experience in emergency management (or related) preferred; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Outreach and marketing education and/or experience desired.
- One or more years' experience in a leadership capacity, with or without a formal title, is desired.

### **Other requirements**

- Must demonstrate commitment to valuing diversity, contributing to an inclusive environment, and managing bias.
- Must exemplify our values of honesty, integrity, inclusion, respect, professionalism, collaboration, and learning.

## **BENEFITS**

- Generous vacation/sick time
- Paid holidays
- Healthcare package
- Retirement plan options with employer match
- Paid training and development
- Onsite wellness center
- Employee assistance program
- Discounted first responder phone plans

## WORK ENVIRONMENT

Work is mainly performed in the office and involves contact with other employees, volunteers, vendors, and stakeholders. While performing the duties of this job, you are occasionally exposed to outside weather conditions. When an emergency arises, you may respond to the field and/or work in a high volume, fast-paced, high-stress disaster environment with potentially hazardous conditions. You may occasionally work hours outside of a typical work schedule and have opportunities for local or domestic travel. The noise level in the office work environment is usually minimal to moderate. Reasonable accommodation may be provided to enable you to perform the essential functions.

## SUBMITTAL INSTRUCTIONS

In a continued effort to increase equity in our hiring process, in lieu of a cover letter, please only submit your resume, and if the team feels your background is a match, we will follow-up with a few specific questions.

Resumes can be sent to:

**Mail:** Human Resources Department  
York County Government  
45 Kennebunk Road  
Alfred, Maine 04002

**Email:** [hr@yorkcountymaine.gov](mailto:hr@yorkcountymaine.gov)

Applications are considered on the basis of ability, competence, and experience. It is a fundamental policy of YCEMA not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.