



# FEMA

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION  
PARTNERS IN SHAPING RESILIENT COMMUNITIES



## Program Specialist (Communications)

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<b>APPLICATION PERIOD:</b>	November 6 – November 13
<b>SERIES &amp; GRADE:</b>	GS-11; Program Specialist
<b>POSITION INFORMATION:</b>	CORE
<b>LOCATION:</b>	400 C Street SW, Washington DC

The Office of Environmental Planning and Historic Preservation (OEHP) is soliciting candidates to apply for a Program Specialist (Communications) within OEHP's Readiness Branch.

### Description:

This is a GS 11 CORE Program Specialist Position.

The Program Specialist develops and disseminates program information in order to foster an understanding of EHP mission and activities among internal and external stakeholders.

This position is being announced under FEMA's Cadre of On-call Response/Recovery Employee (CORE) Program. This is a temporary appointment in the Excepted Service, not to exceed 2 years, with the option to extend based on workload and funding availability.

### Key Requirements:

- Knowledge of emergency management laws, executive orders, and regulations such as the National Disaster Recovery Framework (NDRF), National Response Framework, Sandy Recovery Improvement Act of 2013 (SRIA), Unified Federal Environmental and Historic Preservation Review (UFR), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- Comprehensive knowledge and application of EHP laws, executive orders, regulations, agreements, policies, and procedures.
- Ability to prepare well-organized, written reports and other documents that is audience appropriate.
- Ability to analyze data and make timely informed decisions that take into account the facts, objectives, constraints, and risks.
- Skill in interpersonal relations in order to interact effectively with internal and external parties at all levels of operations
- Ability to clearly articulate information to others to convey thoughts and ideas; to provide information concerning procedures and program requirements; and to facilitate open exchange of ideas and information.
- Written communication skills sufficient to write clear and concise reports and briefing



papers.

- Writing and editing news releases, talking points, fact sheets, feature articles or newsletters;
- This position requires a Public Trust background investigation.
- You must be a U.S. citizen to be considered for this position.
- In addition to the travel and relocation that may be required by emergency assignments, this position may require occasional non-emergency travel.
- You must be able to obtain and maintain a Government credit card.

### Duties

- Prepares written reports, briefing, presentations, program issuances, and other written communications dealing with a wide range of program issues. Utilizes sound oral communications skills in interacting with headquarters and regional personnel and in presenting recommendations and problem resolution options.
- Ensure relevant disaster specific information are integrated into EHP materials, including training, webinars, pamphlets, etc.
- Researching and developing a wide variety of written products, including cadre messaging, news releases, talking points, media advisories, backgrounders, speeches, web and social media messages, and newsletter articles
- Supporting senior staff and management with background information on matters related to communicating with internal and external audiences and other FEMA stakeholders
- Preparing and conducting cadre coordination calls, monthly VTCs, Adobe Connect learning sessions, webinars and other EHP learning sessions.
- Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.
- Performs other duties as assigned.

### How to Apply:

- Submit your resume and cover letter to [EHPCadre@fema.dhs.gov](mailto:EHPCadre@fema.dhs.gov) by November 13, 2017



- Response must include description of relevant knowledge and experience that supports the key requirements of the position as listed on page 1 of this announcement.
- All packages will be reviewed and a selected set of candidates will be interviewed.
- Selection into the position will be the result of both the resume/cover letter review as well as the interview process.