

# EMAP Assessment Coordinator Job Description

## General

Association and Society Management International (ASMI) is located in Falls Church, VA and serves nine not-for-profit organizations. The position of EMAP Assessment Coordinator requires an energetic, customer-service oriented individual, capable of multi-tasking to provide customer service and project management to not-for-profit organizations.

The role is a permanent, full-time benefitted position serving EMAP with the potential to provide occasional specialized services to other ASMI clients.

## Salary Range

\$39,000-56,000

## Reporting

The EMAP Assessment Coordinator reports to the EMAP Executive Director.

## Assignments

The job provides direct coordination and organization of the Emergency Management Accreditation Program's assessment and accreditation activities associated with state and local emergency management programs.

Specific tasks include:	Annual hours estimates:
■ <u>General Coordination &amp; Support</u> – respond to all inquiries regarding EMAP services as the first point of contact for the organization. Receives initial applications from Programs and works with appointed Accreditation Managers on the assessment and accreditation process.	300
■ <u>Staff Liaison Activities</u> –coordinates all assessment and accreditation activities associated with a Program's effort towards accreditation including but not limited: scheduling on-site assessment, preparing an assessment team and confirm participation, coordinating with ASMI point of contact on flights, hotel accommodations and reimbursements for all deployed assessors, communication with Accreditation Manager on the document reviews, assessment schedule, proofs of compliance and EMAP process.	800
■ <u>Report Development</u> – prepare, format and assist the Assessment Team Leader with the comprehensive assessment report from the EMAP assessment team. Work with appropriate stakeholders to ensure all documentation with each stage of the accreditation process (prepare annual production plan, conduct promotions, schedule, promote and manage informational webinars, collect and log entries, coordinate judging and distribute materials, publicize results, coordinate awards production, prepare presentations.	540

<b>Specific tasks include:</b>	<b>Annual hours estimates:</b>
■ <u>Database Maintenance</u> – provide updated information in the database on Programs and Assessors to ensure accuracy	
■ <u>Committee and Commission Activities</u> – Provide assistance as needed with preparation for committee and commission meetings. Assist Program representatives with their presentation before the Program Review Committee. Assists the Assessment Subcommittee with the development of resources to assist Programs and Assessors.	100
■ <u>Grant Reporting assistance</u> – provide assistance with the development of the FEMA Grant reporting structure along with the Annual Assessment Analysis Report.	60
■ <u>Other</u> –other projects support as assigned.	200
<b>Total</b>	<b>2,000</b>

Annual hours indications for each task are *estimates*, and assignments may be adjusted. Full-time ASMI employees are expected to work at least 40 hours weekly on average.

**Job Requirements**

Positive attitude is very important to deliver superior customer service. Candidate must be extremely well-organized, able to work independently and within a team, and possess outstanding communications skills. Office skills include excellent phone manner, well-versed in Microsoft Office Suite software including Outlook, Word and PowerPoint. Excel and Access familiarity is also beneficial.