



## Position Title: Planning Specialist

---

We are searching for a detail oriented, highly skilled and motivated Planning Specialist to join our growing team!

All Clear Emergency Management Group, LLC, is an experienced consulting firm that provides an array of emergency management and conference management services. All Clear works with our clients to provide customized Assessments, Planning, Training, Exercises and Conference Management services. Our team of dedicated professionals works with clients across the United States.

Please take the time to find out more about us at [www.AllClearEMG.com](http://www.AllClearEMG.com) before applying for this position.

### Required Experience:

Minimum of 5 years' experience in healthcare emergency management, planning and response  
Certification in Homeland Security Exercise and Evaluation Program (HSEEP) and experience designing, facilitating, and evaluating all types of HSEEP exercises  
Knowledge of healthcare coalitions  
Excellent communication skills in both written and verbal formats  
Previous work with adult learners, including training development and facilitation  
Incident Command System (ICS) or HICS 100, 200, 700, 800 certification  
Strong Microsoft Office skills – PowerPoint, Word and Excel

### Preferred Experience:

- Previous experience in a coalition or consultant role
- Emergency operations plan development
- Master Exercise Practitioner or Certified Emergency Manager
- ICS 300 and 400
- Project management and coordination of grant funded projects including HPP and/or PHEP
- Outreach experience in relationship and coalition building

### This position will require:

- Support and coordination of Regional Healthcare Coalitions, Executive Committees and Work Group Meetings
- Facilitation of meetings in an inclusive manner, managing time, agendas and multiple presenters
- Completion of meeting minutes and meeting documentation in a timely manner
- Ability to meet frequently (in person and via teleconference) and communicate with a variety of levels of people and across disciplines
- Detail oriented project tracking of each step of the HPP deliverable and associated budget tracking
- Developing professional reports and written documentation to support deliverables
- Ability to plan, guide and manage the Healthcare Coalition's deliverables to ensure that the group's objectives are met effectively, with clear thinking, good participation and buy-in from the participants
- Ability to meet deadlines and provide high quality work product while meeting project budget limits
- Ability to manage multiple projects with different clients concurrently
- Event planning and logistics management
- Flexible working style with ability to adapt to changing priorities
- Working from home in a dedicated, safe, work environment free from distractions
- Self-directed work requiring limited oversight as well as work as part of a team

- Domestic travel (estimated 25%) which may include weekends
- Ability to work with clients in different North American time zones
- Valid and unexpired State drivers' license
- Clean driving record, and able to produce a current clean driving record if offered the position

**Benefits:**

- Full-Time Exempt Position
- Benefits Available

To be considered for this position, please email your resume to [jobs@AllClearEMG.com](mailto:jobs@AllClearEMG.com).

**IMPORTANT:** When submitting your resume, please submit answers to the following questions in the body of the email.

- 1) Describe how your professional experience would be beneficial to our company.
- 2) Describe your experience working with healthcare emergency management and/or healthcare coalitions.
- 3) What is your required salary?

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

- We thank all applicants for their interest, however only those selected for an interview will be contacted.
- Principals only. Recruiters, please don't contact this job poster.
- Please no phone calls about this job.
- Please do not contact job poster about other services, products or commercial interests.
- Relocation package is not available for this position.
- Candidates will be required to complete an application if their resume is considered for the interview process.