



Position Title: Planning Specialist – Healthcare Coalition Team

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. We are a 100% virtual company, and this is a work-from-home position that will support the healthcare coalition work including planning, exercises and coordination work.

Please take the time to find out more about us at www.AllClearEMG.com before applying for this position.

Required Experience:

- Minimum of five years of experience in public health, healthcare, emergency management, or a closely related field.
- Knowledge of healthcare coalitions.
- Excellent communication skills in both written and verbal formats.
- Project management skills and the ability to work on multiple concurrent projects with various timelines.
- Ability to coordinate logistics and facilitation of multiple meetings and trainings per month.
- Previous work with adult learners, including training development and facilitation.
- Certifications (or the ability to obtain within six months): Incident Command System (ICS) or HICS 100, 200, 300, 400, 700, 800 and IS-120.c An Introduction to Exercises.
- Strong Microsoft Office skills – PowerPoint, Word, and Excel.
- Ability to work in a fast-paced emergency response role, as needed.
- Ability to learn new technology, communication, and meeting facilitation platforms.
- Project management and coordination of grant funded projects including Hospital Preparedness Program (HPP) and/or Public Health Emergency Preparedness Program (PHEP).
- Baseline understanding of the Hospital Preparedness Program (HPP) and the Public Health Emergency Preparedness (PHEP) cooperative agreement.
- Knowledge of the Homeland Security Exercise and Evaluation Program (HSEEP) and how to test and correct plans through exercises.
- Proven skills facilitating interactive planning meetings (virtual and in-person) according to an agenda, managing time, and including multiple presenters.

Preferred Experience:

- Previous experience in a healthcare coalition or a consultant role.
- Outreach experience in relationship/coalition building and marketing.
- Previous experience working in a response role.

- Ability to assess emergency operations plans and other technical documents to determine gaps.
- Experience writing emergency response plans using Comprehensive Preparedness Guide (CPG) 101 guidance.
- Certification in Homeland Security Exercise and Evaluation Program (HSEEP) or Master Exercise Practitioner (MEP) and demonstrated experience designing, facilitating, and evaluating all types of HSEEP exercises.

This position will require:

- Plan, guide and manage Healthcare Coalition deliverables to ensure that the group's objectives are met effectively, with clear thinking, good participation and buy-in from the participants.
- Support the coordination of Coalition Meetings, Coalition Leadership Meetings, and additional meetings.
- Lead facilitation of appropriate Work Group Meetings; facilitation of meetings in an inclusive manner, managing time, agendas, and multiple presenters.
- Support coalition response role when activated; includes attending response briefings, work groups, and situational meetings. Strong documentation and communication skills are critical to coordinated response operations.
- 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 and documentation of each step of the HPP deliverable process.
- Assist in development of professional reports and written documentation to support deliverables.
- Ability to meet deadlines and provide high quality work product while meeting project budget limits.
- Event planning and logistics management.
- Flexible working style with ability to adapt to changing priorities.
- Self-directed work requiring limited oversight as well as working as part of a team.
- Domestic travel (estimated 5-10%) which may include weekends.
- Valid and unexpired State drivers' license.
- Clean driving record and able to produce a current clean driving record if offered the position.

Salary and Benefits:

- Full-Time exempt position
- 100% virtual position (except when traveling)
- Available benefits include medical, dental, vision, 401k retirement plan and company match, paid holidays, and generous paid time off
- Company-provided office equipment to include a laptop and cell phone
- Hiring Range:
 - Salary range: \$70,000-\$90,000 commensurate with experience
- May be eligible for annual bonuses

Don't meet every single requirement? Studies show that women and people of color are less likely to apply for jobs unless they meet every single qualification. All Clear is dedicated to building a

diverse, inclusive, and authentic workforce. If you are excited about this role but your experience doesn't align perfectly with our requirements, we encourage you to apply anyway. You may be the right candidate for our team.

To be considered for this position, please email your resume and cover letter to jobs_HCC@AllClearEMG.com with the job position for which you are applying in the subject line of the email. Name all documents beginning with your last name and then the document title (e.g. LAST NAME_Resume).

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. Of assessments, planning, training or exercises, which is your favorite area of emergency management? Please describe your experience with each.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.
- 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 may be required to complete an application if their resume is considered for the interview process.