



Vacancy Announcement

Position Title	Temporary Disaster Recovery Specialist (Public Assistance)
Position Type	Intermittent, on-call, contract position

JOB DESCRIPTION

J&M is seeking supplementary staff and surge personnel with specialized skill sets in disaster/incident management and recovery who would be available for deployment for extended periods of time with little notice. Deployments generally range from six months to one year in duration but may be as short as 30 days.

Team members will support FEMA's Public Assistance Technical Assistance Contract, providing support to organizations recovering from a disaster or catastrophic event. Areas of need include:

- **Client Liaisons and Project Managers:** backgrounds in client relationship management, ability to understand client needs and priorities, coordinate gathering, review and transmittal of documentation of disaster/emergency costs, conduct meetings and follow-up on information, understand program eligibility and apply it to disaster costs
- **Program Delivery Managers:** backgrounds in public and program administration, general accounting and organizational policies and procedures, conduct meetings and provide briefings, ability to apply FEMA Public Assistance eligibility rules in the review of emergency/disaster costs
- **Site Inspectors:** backgrounds as a construction inspector or civil engineer to validate and record infrastructure damage
- **Project Specialists/Site Inspectors (Major Damage):** backgrounds in engineering (civil, electrical, structural, mechanical, geotechnical, coastal, environmental, hydraulic, sanitary, etc.) architecture, geology, and industrial hygiene to provide technical expertise to conduct site inspections in areas with major infrastructure damage.
- **Mitigation Specialists:** civil engineers to develop cost-effective measures to eliminate or reduce future damage and evaluate effectiveness of mitigation measures
- **Environmental and Historic Preservation Specialists:** backgrounds as an environmental planner, biologist, archaeologist, architectural historian, historic architect, Certified Floodplain Manager, wetlands specialist, water quality specialist, ecologist, or horticulturalist to conduct site inspections, environmental assessments, and environmental impact statements

QUALIFICATIONS

- Required
 - ✓ Bachelor's degree or equivalent relevant experience
 - ✓ Experience working with federal and/or state and/or local public sector organizations

- ✓ Ability to deploy with little notice for long periods of time into, at times, hazardous and challenging environments
- ✓ Must be able to commit for a minimum 60-day assignment and be able to travel
- ✓ Willing to work long and/or non-traditional hours
- ✓ Hold or be able to obtain federal credentials and pass background and credit checks
- ✓ Requires driver's license and insurance
- ✓ Proficient using Microsoft Office software
- ✓ Excellent communication skills
- Desired
 - ✓ Experience working in NIMS/ICS structure
 - ✓ Knowledge of FEMA Public Assistance
 - ✓ Master's degree in related field
 - ✓ Professional accreditation
 - ✓ Completion of FEMA Independent Study courses specific to Public Assistance (IS-632.a and IS 1000-1020)
 - ✓ Professional credentials and certifications

Please note that applicants should not already be badged through a FEMA PA TAC team.

TO APPLY

Please send your resume and a cover letter summarizing your experience and area(s) of interest, language skills, deployment availability, and contact information (names/email addresses) for three professional references to hr@j-mglobal.com.

ABOUT J&M

J&M is a small, dynamic firm that values its clients and its employees. J&M provides its employees with exciting opportunities to work with a variety of clients on projects that are both challenging and rewarding. J&M has extensive experience in homeland security and emergency management; however, our services and capabilities extend to all mission-oriented government agencies and businesses seeking to improve operations and gain efficiencies in a competitive economy. More information can be found on our website at <http://www.j-mglobal.com>.

J&M provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.