

**American Radio Relay League Inc.**  
**Structured Compensation - Job Description**  
**Emergency Management Assistant**

**Summary:**

Assist in the development and implementation of the ARRL's emergency communications and emergency response functions, both internally and externally, and delivery of ARRL public service communications training programs. Assist in providing educational materials and working with subject matter experts to deliver quality training content for the amateur radio community.

**Essential Functions & Responsibilities:**

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Develop and produce online, in person, and video-based training program and courses for use by field volunteers.
- Provide assistance and guidance to Section Managers and Section Emergency Coordinators regarding emergency preparedness and response.
- Manage day to day administrative functions related to ARRL public service communications training courses and provide support to students, instructors, and mentors.
- Serve as liaison to ARRL partners as assigned by the Director of Emergency Management.
- Manage Ham Aid inventory and assist with fulfilling deployment requests.
- Serve on the ARRL's Headquarters Emergency Response Team.
- Assist with website content.
- Field questions from members regarding the ARRL's emergency communications program.
- Represent the ARRL to the Amateur Radio community at hamfests, conventions, meetings, and national level.
- Represent ARRL at national and regional level exercises as assigned.
- Perform other duties as requested or assigned.

**Performance Measurements:**

- Experience with Amateur Radio emergency communications in ARES or its equivalent and completion of ARRL EmComm Level 1 course.
- Completion of FEMA courses IC-100, ICS-200, ICS-800, ICS 700 required. Other FEMA courses are highly recommended.
- Strong organizational ability.
- Computer skills, particularly with Microsoft Office, social media, and other software applications as needed.
- Previous experience in public safety, disaster relief, or emergency management preferred.
- Experience working with volunteers.

**Knowledge and Skills:**

Experience	Five years to eight years of similar or related experience.
Education	(1) A college degree in a non-technical discipline (e.g. BBA, BA, or BFA), or (2) achievement of journeyman status in a recognized trade, (3) achievement of formal certifications recognized in industry as equivalent to a bachelor's degree, or (4) in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training.
Interpersonal Skills	Work involves extensive personal contact with others and is of a personal or sensitive nature. Motivating, influencing, and/or training others is key at this level. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Amateur Radio License Customer service and public speaking experience
Physical Requirements	Must be able to lift 50 lbs.
Work Environment	Primarily an office position onsite in Newington, CT, with the need to stand or walk for extended periods of time occasionally.