

## EMERGENCY PREPAREDNESS COORDINATOR

East-West Gateway Council of Governments (EWG) has an opening for an Emergency Preparedness Coordinator (classified as a level II position) in the Regional Security/St. Louis Area Regional Response System (STARRS) department. STARRS is a regional organization developed to coordinate emergency planning and response for large-scale critical incidents in the bi-state, St. Louis metropolitan region.

This position reports directly to the Director of Regional Security/STARRS. The Emergency Preparedness Coordinator's role is to assist with the implementation and ongoing management of a homeland security program for the St. Louis metropolitan region that includes federal grant programs from the U.S. Department of Homeland Security and the U.S. Department of Health and Human Services such as the Urban Areas Security Initiative grant, the Regional Catastrophic Preparedness Grant program, and the Hospital Preparedness Program. The other program management duties for this position include: assist local governments and first responder agencies with regional emergency planning; coordinate, assist, and participate in emergency preparedness and Homeland Security related training and exercises in the region; identify and recommend emerging training needs of first responders in the region; coordinate the maintenance and revision of regional plans to include, but not limited to, the Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Report (SPR), and the Integrated Preparedness Plan (IPP); assist local jurisdictions in the allocation and management of grant-funded projects; and build and maintain relationships with STARRS sub-committees and regional workgroups

The successful candidate will have knowledge of and experience with the principles and practices of regional planning related to emergency management, law enforcement, fire, health care, or public health. A background in emergency preparedness and planning and familiarity with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) is required for this position. Experience in public health and healthcare is desirable. The successful candidate will also have excellent oral and written communication skills and familiarity with common office software (e.g. Word, Excel, PowerPoint).

A bachelor's degree from an accredited four-year college or university, with major course work in emergency management, emergency planning and response, or other directly related field and a minimum of 3 years of related experience is required; an advanced degree in a directly related field may be substituted for 1 year of experience; or any equivalent combination of directly related education and professional experience

All applicants for this position must be authorized to work in the United States.

The salary range for this position begins at \$53,858 annually, with actual starting salary based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at [www.ewgateway.org/careers](http://www.ewgateway.org/careers).

Applicants should submit a cover letter and resume by email to: [careers@ewgateway.org](mailto:careers@ewgateway.org); with the subject line Emergency Preparedness Coordinator Application.



**EAST-WEST GATEWAY**  
**Council of Governments**

Creating Solutions Across Jurisdictional Boundaries  
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**AN EQUAL OPPORTUNITY EMPLOYER**