FEMA JOB # 3000 DATE
RE-POSTED 09/11/2015
27-0000

Request for Local Hire

Requester: _____ Date of Request: 8/26/2015

Program Area: External Affairs Number of positions to be advertised: 1

Title of Position: Private Sector Specialists Years of Experience: 3

Job Duties:

Develop communication tools, techniques and protocols for cross-audience contact with private sector organizations. Able to coordinate with Agency officials and staff for accurate and complete information and authorized disclosure. Advise senior management and other staff in identifying opportunities and engaging private sector organizations on Agency programs/initiatives. Must organize and coordinate briefings, meetings and interact with other private sector stakeholders. Manage logistical coordination research, fax and program documentation and prepare briefing materials/slide presentations/speeches and participate in outreach opportunities with private sector. Coordinate efforts with State and local officials and Agency's private sector function in the Joint Field Office to prevent duplication of efforts.

Experience Requirements:

Must have a Bachelor's Degree from an accredited college or university. Must have 3 to 5 years experience in public affairs, community relations or marketing in a business to business communications environment

Education Requirements:

Must be 18 years of age. Salary is $15.00 per hour

Skills Required:

Be highly skilled in delivering oral briefings/presentations to external stakeholders or agency/organization programs/initiatives, develop proactive outreach plans for engaging private sector audiences, and skilled in communicating orally and in writing. Be proficient and possess strong computer skills in Microsoft Office software programs to include

Report to: _____

Requested Report Date: 9/7/2015 9/7/2015 Duration of Assignment (days): _____

Notes:

Program Manager Approval: _____ Date: _____