FEMA Job #5003
DATE RE-POSTED 9/11/2015
43-6011

Request for Local Hire

Requester: _____ Date of Request: 9/9/2015

Program Area: Individual Assistance Number of positions to be advertised: 1

Title of Position: Donations Management Specialist Years of Experience: 1

Job Duties:

The individual will coordinate with nonprofit, faith-based, and community organizations as well as government partner agencies to manage donations to support the recovery effort; provide administrative, logistical and research support for projects and reports assigned by the Voluntary Agency Liaison Group Supervisor; maintain files, donations inventories, reports, and contacts for voluntary agencies and will assist with dissemination of information; create various reports using Microsoft products, mainly Word and Excel; provide logistical support for the warehousing and staging of in-kind donations, research and compile information as the point of contact for government on the donations activities, capabilities, and needs of the voluntary agencies.

Experience Requirements:

The Department of Homeland Security (FEMA) is seeking a limited number of applicants for temporary jobs in Saipan, CNMI. Must be a US Citizen. Selected candidates will be required to complete a background investigation which includes finger printing and 6-12

Education Requirements:

Must be 18 years of age. Salary is 15.00.

Skills Required:

Administrative Skills, Word and Excel, Strong Communications Skills, Donations management experience preferred. Strong organizational skills.

Report to:

Requested Report Date: 9/14/2015 9/14/2015 Duration of Assignment (days):

Notes:

Program Manager Approval: JACQUELYN A ERWIN Digitally signed by JACQUELYN A ERWIN DN: c=US, o=U.S. Government, ou=Department of Homeland Security, ou=FEMA, ou=People, cn=JACQUELYN A ERWIN, 0.9.2342.19200300.100.1.1=0927482707.FEMA Date: 2015.09.09 07:40:18 +10'00' Date: 9/9/2015 9/9/2015