



Lincoln County Emergency Management/Floodplain Administration
250 W. College St., Troy, MO 63379
Office - 636.528.6182
www.lcmoema.com

Emma Eplin – Emergency Management Director, Floodplain Administrator
Matt Williams – Emergency Management Assistant, Floodplain Manager

COMMUNITY OUTREACH AND TRAINING COORDINATOR

RESUMES AND COVER LETTERS CAN BE DIRECTED TO EMD@LCMOEMA.COM

PART TIME POSITION, NOT TO EXCEED AN AVERAGE OF 28 HOURS/WEEK. THIS POSITION DOES NOT OFFER BENEFITS.

SALARY BASED ON QUALIFICATIONS

Community Outreach and Training Coordinator Duties:

A Community Outreach and Training Coordinator will work primarily in the field of emergency management and floodplain raising awareness of preparedness for all hazards. The job will include countywide marketing and outreach activities along with training internal and external stakeholders. In carrying out this mission, the Community Outreach and Training Coordinator will establish and increase participation in emergency management and serve as the liaison for Lincoln County Emergency Management. The successful candidate must have an understanding of the community's culture and be able to respond positively to emergencies.

This position reports directly to the Emergency Management Director.

The Community Outreach and Training Coordinator will:

- Attend, lead, and conduct meetings throughout the county.
- Guide and lead the Community Organizations Active in Disaster (COAD).
- Train individuals in Community Emergency Response Team (CERT) and coordinate volunteers during day to day operations and during times of emergency.
- Help develop and update Emergency Response Plans internally for Lincoln County buildings.
- Obtain a certificate of Public Information Officer within one year of employment. Monitor and respond to social media requests and outreach. Develop press releases during an emergency while coordinating with the Incident Commander.
- Explain emergency management to community leaders, citizens, and the general public when requested.
- Assist in the preparation and updating of all plans and procedures.
- Write grants with the input from others to help benefit Lincoln County.
- Help conduct exercises and training internally and with external stakeholders.
- Review and coordinate emergency management related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others.
- Monitor and coordinate with other Local, State, and Federal programs.
- Identify ways to mitigate disasters.

- Assist the Floodplain Manager in violations and inspections when necessary.
- In ALL emergency situations, including disaster response and recovery, participate in the Emergency Operations Center in a capacity specified by the Emergency Management Director.
- Assist the Emergency Management Director in daily activities, coordinate projects and community organizations, understand and utilize software included but limited to the following badging, WebEOC, Nixle and ArcGIS.
- Perform mapping analysis utilizing ArcGIS within Lincoln County, especially in the floodplain.
- Perform other duties as assigned.

NECESSARY SKILLS AND QUALIFICATIONS

- Ability to prepare and present clear, concise reports both orally and in writing.
- Ability to establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.
- Ability to learn and utilize various computer software programs such as Word, Excel, GIS (ArcGIS, etc.), and particularly those related to Emergency Management.
- Must possess a valid driver's license.
- Ability to manage efficient and effective documentation and records systems.
- Equipment will need to utilize office and field deployed machines such as computers, tablets, photo-copiers, calculators, and cameras.
- Knowledge of basic computer software programs.
- Skills in public speaking and interpersonal relations with the public.
- Be able to pass a criminal background check and drug screening.

LOCATION OF WORK:

The duty station or location of the work is at 250 West College St., Troy, MO 63379. The Community Outreach and Training Coordinator will operate throughout the community to complete work assignments. Duties of the Community Outreach and Training Coordinator require fieldwork duty, as well as office duty.

MINIMUM REQUIREMENTS:

College degree with a minimum of a Bachelors' degree in a related field of study including emergency management, planning, marketing, communications, governmental studies, etc. Experience and training in Community Relations and Emergency Management/Response is highly preferred by not required.

PHYSICAL ABILITY:

Tasks involve the ability to exert physical effort in sedentary to light work activities and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks may involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

In conformance with the Lincoln County SOP for emergencies the Community Outreach and Training Coordinator is subject to 24 hr. on-call and extended work hours at emergency locations.

The Lincoln County Emergency Management Agency is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status.