

# EMAP Assessment Coordinator Job Description

Position available 04-01-2020

## General

Association and Society Management International (ASMI) is located in Falls Church, VA and serves 10 not-for-profit organizations. The position of EMAP Assessment Coordinator requires an energetic, customer-service oriented individual, capable of multi-tasking to provide customer service and project management to not-for-profit organizations.

The role is a permanent, full-time benefitted position serving EMAP with the potential to provide occasional specialized services to other ASMI clients. Successful fulfillment of duties includes being part of a staff team that consists primarily of remote personnel. Candidates local to the EMAP HQ offices are preferred; the EMAP Assessment Coordinator position is eligible for telecommuting.

## Salary Range

\$39,000-56,000

## Reporting

The EMAP Assessment Coordinator reports to the EMAP Executive Director.

## Assignments

The job provides direct coordination and organization of the Emergency Management Accreditation Program's assessment and accreditation activities associated with federal, state and local emergency management programs.

### Specific tasks include:

### Annual hours estimates:

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|---|-----|
| ■ <u>General Coordination &amp; Support</u> – respond to all inquiries regarding EMAP services as the first point of contact for the organization. Receives initial applications from Programs and works with appointed Accreditation Managers on the assessment and accreditation process.   | 300 |
| ■ <u>Staff Liaison Activities</u> –coordinates all assessment and accreditation activities associated with a Program's effort towards accreditation including but not limited: scheduling on-site assessment, preparing an assessment team and confirm participation, coordinating with ASMI point of contact on flights, hotel accommodations and reimbursements for all deployed assessors, communication with Accreditation Manager on the document reviews, assessment schedule, proofs of compliance and EMAP process. | 800 |

	<b>Annual hours estimates:</b>
<b>Specific tasks include:</b>	
■ <u>Report Development</u> – prepare, format and assist the Assessment Team Leader with the comprehensive assessment report from the EMAP assessment team. Work with appropriate stakeholders to ensure all documentation with each stage of the accreditation process is maintained. Coordinate with staff on the revision or development of accreditation guidance materials and best practices.	540
■ <u>Database Maintenance</u> – provide updated information in the database on Programs and Assessors to ensure accuracy	
■ <u>Committee and Commission Activities</u> – Provide assistance as needed with preparation for committee and commission meetings. Assist Program representatives with their presentation before the Program Review Committee.	100
■ <u>Grant Reporting assistance</u> – provide assistance with the development of the federal grant reporting structure along with the Annual Assessment Analysis Report.	60
■ <u>Other</u> –other projects support as assigned.	200
<b>Total</b>	<b>2,000</b>

*Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (48 weeks x 42.5 weekly hours = 2,040 annual hours).*

**Professional Accountability**

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.

- Maintain client work documents on the shared drive per ASMI's document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI policies and procedures as defined in the Employment Manual.

## Job Requirements

- A Bachelor's degree is required along with relevant work in a non-profit, member-based organization, government or similar experience.
- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Experience with grant coordination and proposal development preferred.
- Candidate also must be able to use Microsoft Office Suite software including Outlook, Word, Excel and PowerPoint.
- Experience with Association Management Systems (AMS) or other complex databases preferred.
- Be able to rapidly learn and use new software.
- Excellent communications skills including writing skills are necessary.

## Contact

Submit cover message and resume to EMAP Executive Director Nicole Ishmael, [emap@emap.org](mailto:emap@emap.org).