

THE COUNCIL OF STATE GOVERNMENTS

TITLE: EMAP Training and Technology Assistant

CLASSIFICATION: Grade 5

FLSA DESIGNATION: Exempt

REPORTS TO: EMAP Executive Director

GROUP: Emergency Management Accreditation Program (EMAP)

DUTIES: Assists with the coordination and organization of EMAP training activities. Responsible for overseeing a comprehensive training and education program for EMAP; tracking training registrations, invoicing and payment tracking, general correspondence, coordinating training materials and curriculum, certification and maintenance of database of students, provides technical assistance and support for EMAP, maintains EMAP website and coordinates updates and changes, develops and implements electronic surveys and data collection; and assists with staffing of subcommittees of the EMAP Technical Committee; answering inquiries; special projects and other duties as assigned.

EDUCATION: Bachelor's degree in related field. Requires computer skills including proficiency in data processing, spreadsheet and database programs, and Internet and e-mail; excellent communication, organizational, and analytical skills; and ability to assist with fundamental program or project administration and coordination. Out-of-state travel required.

EXPERIENCE: Expert word processing skills and knowledge of Word, Excel, and Access. Excellent organizational skills and database experience are required.

SALARY RANGE: \$33,791 to \$42,000 with excellent benefits.

DEADLINE: March 22, 2010

CONTACT PERSON: Please send cover letter, resume and references to:
<https://secured.csg.org/csg/jobs>

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