

**National Emergency Management Association  
Emergency Management Assistance Compact  
Position Announcement**

**TITLE:** Technology Analyst  
**REPORTS TO:** NEMA Executive Director  
**UNIT/TEAM:** National Emergency Management Association  
**LOCATION:** Lexington, Kentucky

**DUTIES:**

Position provides technical assistance and support for the Emergency Management Assistance Compact (EMAC), a nationally adopted mutual aid compact that is administered by the National Emergency Management Association ([NEMA](http://www.nema.org)).

The Technology Analyst provides updates to the EMAC website (<http://www.emacweb.org>) and is responsible for the maintenance of the online EMAC training system (to include new course development and course maintenance). Assists EMAC Member State personnel with website and EMAC Operations System capabilities, responds to website questions and issues from stakeholders. Coordinates speakers and facilitators for webinars as well as conducts, records, and posts webinars to EMAC website. Maintains social media outlets related to EMAC. Assists and develops graphics and technical aspects of documents and the EMAC website to include PowerPoint, training material, and EMAC brochures. Develops and implements national electronic surveys and coordinates data collection and analysis.

Provides supplemental staff support for the EMAC Committee, EMAC Executive Task Force, and the EMAC Advisory Group. Provides support for training program and national meetings. Works on special projects and has other duties as assigned.

The Technology Analyst stays on the forefront of new technologies and seeks opportunities to integrate into EMAC programs and activities.

**EDUCATION:**

Bachelor's degree in related field.

**EXPERIENCE:**

Must have demonstrated proficiency multi-media applications, HTML 5, Microsoft applications (Microsoft Word, Excel, PowerPoint), web-based applications, and publication layout software. Must have excellent technical writing skills and have the ability to gather, analyze and interpret data.

Must be highly organized, a critical thinker, good listener and problem solver. Must be able to function independently and as part of a team in fast paced environment. Travel required.

**STARTING SALARY RANGE:** \$37,394-\$42,000 annually.

**BENEFITS:**

Benefits include major medical, dental and vision plans, life and disability insurance, and retirement plan. Paid vacation and sick leave, as well as paid holidays are part of the overall benefits package.

**APPLICATION DEADLINE:** January 10, 2012. Interested candidates should send a cover letter and resume to: <https://secured.csg.org/csg/jobs>

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