



Training and Exercise Coordinator Position

The Northern Virginia Emergency Response System (NVERS) is accepting applications from qualified individuals for the position of Training and Exercise Coordinator. This position is responsible for implementing the Northern Region Healthcare Coalition (HCC) Training and Exercise program. The Training and Exercise Coordinator serves as a subject matter expert in exercise development and design and provides technical assistance to coalition partners seeking to develop and execute exercises testing their role in regional emergency response plans.

This position also identifies and develops training opportunities to provide the necessary education to close identified gaps. This position is responsible for logistical elements of training, including developing appropriate course objectives, scheduling training, identifying the proper in-person or virtual training platform, and ensuring all technical components operate as necessary on the day of the training.

This position is responsible for developing and maintaining training and exercise documentation, including Situation Manuals, Exercise Plans, Controller/Evaluator Handbooks, Sign-in Sheets, and Participant Feedback Forms to ensure coalition exercises comply with the Homeland Security Exercise & Evaluation Program (HSEEP). This position is responsible for identifying and coordinating exercise planning teams, scheduling exercise planning meetings, overseeing scheduling and logistical considerations for exercise conduct, and authors After-Action Reports.

The ideal candidate is highly motivated, works independently, effectively, and thrives in a fast-paced setting. He or she will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The candidate must be able to navigate a fast-paced, ever-changing work environment and balance competing priorities, both individually and in a collaborative team setting. He or she will have a positive, “can-do” attitude and understand the unique challenges of a small team, including wearing multiple hats to ensure the job gets done.

This position will primarily serve healthcare organizations in the western portion of the coalition region, with travel required around Charlottesville and in the Shenandoah Valley (Frederick County to Rockbridge County).

Roles and ResponsibilitiesProgrammatic

- Implements short-term and long-term training and exercise goals/objectives based on coordination with the HCC staff and partners.
- Updates an annual Integrated Preparedness Plan (IPP) training calendar for the coalition.
- Works with the Medically Vulnerable Populations Coordinator to identify and develop training and exercise opportunities for non-hospital partners.
- Works with the Hospital Project Coordinator to identify and develop training and exercise opportunities for hospital partners.
- Maintains accurate training and exercise information and documentation for monthly, quarterly, and annual reporting.
- Compiles and maintains an accurate and complete training record for NVERS staff.
- Represents the coalition on various regional and state committees when requested.
- Manages multiple projects, multiple timelines and delivers results within expected deadlines.
- Develops an understanding of, and expertise in, regulatory and compliance requirements related to training and exercises for the coalition, maintaining exercise and training opportunities within the region supporting those requirements as needed.
- Responsible for monitoring and maintaining knowledge of updates to local, state, and federal facility licensing requirements related to emergency preparedness training and exercises.
- Ensures assigned projects and deliverables are completed on time, within the period of performance, and within budget.
- Provides coordination and program support for NVERS healthcare committees and working groups to assist with discipline-specific projects and inter-disciplinary initiatives.
- Procures and manages supplies and equipment to include seeking out bids, vetting, and choosing vendors.
- Works with the Operations Director to provide updates on project finances and budgets.

Administrative and Committee Support

- Coordinates committee and working group meetings.
- Supports the committee chair with administrative duties and correspondence.
- Provides meeting preparation, documents minutes, and ensures timely follow-up for assigned healthcare meetings.
- Develops presentations and agendas.
- Ensures internal documents, memorandums, project, and committee documents are current and updated.

Operational



- Serves as part of an on-call rotation to staff the RHCC, when required.
- When required during regional disasters or major emergencies, this position supports the organization's 24/7 emergency response functions through staffing of the RHCC.

Education and Experience

- 3-5 years of project management experience.
- Master's degree preferred.
- Homeland Security Exercise and Evaluation Program (HSEEP) certification preferred.
- Work history in a preparedness training/exercise role preferred.
- Education and/or work history in public health, public safety, healthcare administration, or emergency management.
- Track record of building strong, collaborative working relationships with stakeholders.
- An understanding of the current emergency preparedness and response initiatives in Virginia.
- A basic understanding or familiarity with healthcare coalitions is preferred.
- Must be a self-starter who thrives in an environment with ever-changing priorities, can multi-task effectively, and is committed to delivering exceptional work.
- Must be equally competent and comfortable working alone and with a team; remotely and in-person.
- Strong computer skills, including mastery of Microsoft Office.
- Must be self-reliant; finding solutions to problems on your own but knowing when to ask for help.

About NVERS

NVERS is a 501(c)(3) organization that supports regional collaboration and capacity building in all facets of emergency preparedness within Northern Virginia. NVERS is the federally designated healthcare coalition for Northern Virginia. Learn more about NVERS at www.NVERS.org.

NVERS provides a flexible, hybrid work environment with a low-ego and fun team.

Application Process: Send your resume, cover letter, and salary requirements to careers@nvers.org and put T&E Coordinator in the subject line. Incomplete applications will not be considered. This is a full-time position with excellent benefits. Applications will be reviewed on a rolling basis.