



Title: Health Care Coalition Exercise and Training Officer

Reports to: Health Care Coalition Director

Purpose: Responsible for supporting the development and implementation of regionalized exercise, training, and education strategies for statewide health care coalition for the purposes of emergency preparedness planning, response, and recovery following the requirements outlined in a contract between the Foundation for Healthy Communities and the NH Department of Health and Human Services.

FLSA Status: Full-time/Exempt/Salaried

Essential Duties and Responsibilities:

- Provide technical assistance to health care coalition (HCC) members.
- Work with HCC Director to monitor implementation of HCC contract requirements including keeping abreast of federal and state requirements.
- Review training needs of HCC members and develop strategies to meet training and exercise needs.
- Assist HCC members in all aspects of exercise development and exercise implantation.
- Maintain accurate and up-to-date contact information for HCC membership.
- Prepare and distribute meeting announcements, agendas, minutes and correspondence for a variety of groups and subcommittees as needed.
- Work with subcontractors/vendors as needed.
- Work with HCC Director and HCC Program Coordinator to manage all administrative tasks related to the project including internal and external financial and program reporting requirements.
- Assist the HCC Director and HCC Program Coordinator in completing all grant deliverables on-time.

Required Skills and Knowledge:

- Bachelor's degree or higher, FEMA Master Exercise Practitioner Program (MEPP) certification preferred. Past work and exercise experience is considered in supplement to the above.
- Minimum five years' experience in exercise development, design and after-action report writing to include improvement plan development.
- Excellent organizational skills, an aptitude for detailed problem solving and ability to meet all deadlines.
- Ability to work both independently and in a team oriented collaborative environment, ability to establish effective interpersonal relationships at all levels with external organizations and with internal staff.
- Strong verbal and written communication skills.
- Adherence to confidentiality requirements.
- Some in-state and out-of-state travel is required.
- Computer skills including proficiency in Microsoft Office applications.

The Foundation for Healthy Communities is located at 125 Airport Road in Concord NH.

Please send cover letter and resume to Jillian Eldredge, JEldredge@healthynh.org
no later than August 30, 2019.