



Position Title: Healthcare Coalition Coordinator – Healthcare Coalition of Maine – 2 Positions Available

We are searching for two detail oriented, highly skilled and motivated Healthcare Coalition Coordinators to join our growing team!

All Clear Emergency Management Group, LLC, is an experienced consulting firm that provides an array of emergency management and conference management services. All Clear works with our clients to provide customized Assessments, Planning, Training, Exercises and Conference Management services. Our team of dedicated professionals works with clients across the United States. We are a 100% virtual company, and these are work-from-home positions that will support the Healthcare Coalition of Maine – Northern Chapter and Southern Chapter.

Please take the time to find out more about us at www.AllClearEMG.com and the coalition at www.maineccs.com before applying for this position.

Required Experience:

- Minimum of 5 years' experience in healthcare emergency management, planning and response
- Certification in Homeland Security Exercise and Evaluation Program (HSEEP) and experience designing, facilitating, and evaluating all types of HSEEP exercises
- Knowledge of healthcare coalitions
- Excellent communication skills in both written and verbal formats
- Previous work with adult learners, including training development and facilitation
- Incident Command System (ICS) or HICS 100, 200, 700, 800 certification
- Strong Microsoft Office skills – PowerPoint, Word and Excel

Preferred Experience:

- Previous experience in a coalition or consultant role
- Emergency operations plan development
- Master Exercise Practitioner or Certified Emergency Manager
- ICS 300 and 400 certification
- Project management and coordination of grant funded projects including HPP and/or PHEP
- Outreach experience in relationship and coalition building

This position will require:

- Support and coordination of the Healthcare Coalition of Maine, State Leadership Committees and Work Group Meetings
- Facilitation of meetings in an inclusive manner, managing time, agendas and multiple presenters
- Completion of meeting minutes and meeting documentation in a timely manner

- Ability to meet frequently (in person and via teleconference) and communicate with a variety of levels of people and across disciplines
- Detail oriented project tracking of each step of the HPP deliverable
- Developing professional reports and written documentation to support deliverables
- Ability to plan, guide and manage the Healthcare Coalition's deliverables to ensure that the group's objectives are met effectively, with clear thinking, good participation and buy-in from the participants
- Ability to meet deadlines and provide high quality work product while meeting project budget limits
- Ability to manage multiple projects concurrently
- Event planning and logistics management
- Flexible working style with ability to adapt to changing priorities
- Self-directed work requiring limited oversight as well as work as part of a team
- Domestic travel (estimated 15-25%) which may include weekends; Majority of travel will be within the State of Maine with a few trips annually to conferences outside of Maine
- Valid and unexpired State drivers' license
- Clean driving record, and able to produce a current clean driving record if offered the position

Salary and Benefits:

- Full-Time exempt position
- 100% virtual position (except when traveling)
- Available benefits include medical, dental, vision, 401k retirement plan and company match, paid holidays, and generous paid time off
- Company-provided office equipment to include a laptop and cell phone
- Hiring Range:
 - Salary range: \$55,000 - \$65,000 based on experience
- May be eligible for annual bonuses

To be considered for this position, please email your resume to jobs_HCCME@AllClearEMG.com with the job position for which you are applying in the subject line of the email. Name all documents beginning with your last name and then the document title (e.g. LAST NAME_Resume).

IMPORTANT: When submitting your resume, please submit answers to the following questions in the body of the email.

1. Describe how your professional experience would be beneficial to our company.
2. Describe your experience working with healthcare emergency management and/or healthcare coalitions.
3. What is your required salary?
4. Do you currently live in Maine? If so, what area/town?

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- We thank all applicants for their interest, however only those selected for an interview will be contacted.
- Principals only. Recruiters, please don't contact this job poster.
- Please no phone calls about this job.
- Please do not contact job poster about other services, products or commercial interests.
- Relocation package is not available for this position.
- Candidates will be required to complete an application if their resume is considered for the

interview process.