



Foundation for  
Healthy Communities

### **Position Announcement**

**Title:** Exercise and Training Officer

**Reports to:** Senior Director, Granite State Health Care Coalition

**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 Senior 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 implementation.
- 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 to implement program deliverables.
- Work with HCC Senior Director, HCC Program Coordinator, and HCC Planner to manage all administrative tasks related to the project including internal and external financial and program reporting requirements.
- Assist the HCC Senior Director, HCC Program Coordinator, and HCC Planner in completing all grant deliverables on time.

#### **Required Skills/Abilities:**

- 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 commitment to the core values of the Foundation for Healthy Communities, including respect, innovation, integrity, engagement, excellence, equity, and continuous learning.
- Strong verbal and written communication skills.
- Adherence to confidentiality requirements.
- Proficiency in Microsoft Office applications and ability to learn additional web-based programming .

**Education and Experience:**

- Bachelor's degree, preferably in emergency management, public health, health care, or related field. 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.
- Experience managing complex projects in a dynamic environment.
- Thorough understanding of project management, with a focus on grant compliance and reporting.

**Physical Requirements:**

- Works in an office setting and sometimes off-site to participate in seminars, meetings, or other events.
- Must have access to reliable transportation or valid driver's license for occasional job-related travel.
- Occasional support of office environment could include lifting up to 20 pounds, ascending/descending ladders and moving equipment.

**Travel Requirements:**

- Occasional local, regional, and national travel may be required.

The Foundation for Healthy Communities is an affiliate of the New Hampshire Hospital Association and is located at 125 Airport Road in Concord, NH.

**Please send cover letter and resume to Sally Reifsynder at [sreifsnyder@nhha.org](mailto:sreifsnyder@nhha.org) by September 9<sup>th</sup>**