



FEMA

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION
PARTNERS IN SHAPING RESILIENT COMMUNITIES



FEMA EHP Environmental Protection Specialist (Heritage Emergency National Task Force Coordinator)

APPLICATION PERIOD:	Friday, 12/13/2024 to Thursday, 01/02/2025
SERIES & GRADE:	IC-0028-13
BASE SALARY:	IC-13 \$84,546 to \$109,908 per year <i>(Applicable added Locality is based on final Duty Location):</i>
POSITION INFORMATION:	Term – Temporary – Not to Exceed 2 Years
DUTY LOCATION:	Negotiable After Selection, US / Remote Eligible
WHO MAY APPLY:	All United States Citizens
SECURITY CLEARANCE:	Public Trust-Background Investigation

The Office of Environmental Planning and Historic Preservation (OEHP) is soliciting candidates to apply for the Heritage Emergency National Task Force (HENTF) Coordinator within the Interagency Coordination Branch (UFR-HENTF). This is an IC-13 CORE Environmental Protection Specialist position.

This position is being announced under FEMA's Cadre of On-call Response/Recovery Employee (CORE) Program. Each position is a temporary appointment in the Excepted Service, not to exceed two (2) years, with the option to extend based on workload and funding availability. Veterans Preference does not apply to the CORE selection process.

Description:

The Heritage Emergency National Task Force (HENTF) is a public-private partnership between FEMA's Office of Environmental Planning and Historic Preservation (OEHP) and the Smithsonian Cultural Rescue Initiative (SCRI). HENTF's mission is to protect cultural heritage in our nation's states, tribes, territories, and local communities from the damaging effects of natural disasters and other emergencies. The HENTF Coordinator is responsible for leading the HENTF team and coordinating engagement with SCRI and other external cultural heritage partners. This position resides in OEHP's Interagency Coordination Branch, which consists of two related mission areas – HENTF and Unified Federal Review (UFR). The HENTF Coordinator reports to the Interagency Coordination Branch Chief.

Key Duties:

Typical assignments include:

- Coordinate HENTF team engagement with SCRI and other external cultural heritage partners using the HENTF Memorandum of Understanding.
- Advocate for protecting cultural heritage by safeguarding arts, culture, and heritage organizations ("cultural institutions") before, during, and after disasters by raising awareness within FEMA and other federal agencies of HENTF's role in each mission area and the assistance it can provide to both cultural institutions and the public.
- Leverage HENTF member expertise to provide technical assistance to cultural institutions following disasters, in collaboration with field leadership, federal partners, and SLTT cultural and emergency management agencies.
- Foster collaborative cultural heritage partnerships through proactive engagement with FEMA program stakeholders and HENTF's federal agency and national service organization members.
- Coordinate work teams or working groups and maintain effective communication with national and regional federal agency partners and cultural institutions in the development, delivery, and implementation of HENTF products or resources.

Heritage Emergency National Task Force (HENTF) Coordinator

EHPJOBS@fema.dhs.gov



- Develop or update strategic doctrine or guidance to facilitate better understanding of HENTF resources and engagement by EHP staff and FEMA programs. As needed, facilitate the development or renewal of strategic documents, e.g., MOU, SOPs, Concept of Operations, etc., and coordinate with SCRI, senior leadership, the HENTF Steering Committee, and membership.
- Review and comment on draft FEMA documents to ensure references to protecting cultural and historic resources are incorporated into disaster doctrine and guidance, review draft DOI documents pertaining to ESF#11 and NCR RSF, and support the development of strategies, plans, and activities to address response and recovery issues.
- Review applications for the Collections Care Specialty and identify subject matter experts who specialize in historical structures or museum, library, or archival collections, that can be called upon to provide technical assistance when their expertise is needed following a disaster.
- Manage complex projects and program initiatives with short- and long-term objectives, facilitate creative or streamlined solutions with multiple stakeholders, and produce reporting metrics that advance the HENTF mission.
- Research, analyze, summarize, or prepare responses, briefing materials, or reports for senior leadership visibility of HENTF agreements, implementation activities, or process improvements.
- Conduct HENTF presentations, workshops, trainings, and outreach to internal and external stakeholders.

Ideal Candidate Experience:

- Minimum three (3) years of experience working in a museum, library, archives, cultural center, federal agency, or similar organization with a focus on collections management/stewardship/preservation or commensurate experience.
- Demonstrated disaster response or emergency management experiences supporting or coordinating cultural institutions, arts organizations, or State, Local, Tribal, or Territorial governments with activities that protect cultural heritage or address disaster-related impacts on cultural and historic resources before, during, and after disasters.
- Ability to organize, manage, and prioritize multiple projects with competing timelines.
- Demonstrated experience facilitating meetings or workshops with colleagues, interagency partners, and stakeholders.
- Demonstrated public speaking experience, including delivering briefings or presentations and preparing memoranda or technical documents to peers, stakeholders, and senior leadership.
- Knowledge of FEMA programs and procedures and application of environmental and historic preservation laws, regulations, and Executive Orders, including the National Disaster Recovery Framework (NDRF) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.

How You Will be Evaluated:

- **To qualify for this position, your max 5-page résumé must demonstrate at least one full year of specialized experience as listed below that is equivalent to the IC-12 level in federal service.** This experience may have been gained in the federal government, a state or local government, a non-profit organization, the private sector, or as a volunteer; however, your résumé must clearly describe at least one year of specialized experience identified below.
- **Qualifications are based on breadth and level of experience, listed per each position held. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/DD/YY to MM/DD/YY) and the number of hours worked per week, if part time.** Because qualification determinations cannot be made when résumés do not include the required information, failure to provide this information may result in disqualification.

Specialized Experience: (*Please pay attention to the specialized experience in this announcement as your résumé should reflect at least one (1) year of specialized experience):

- Mastery of a wide range of environmental protection program principles, concepts, practices, methods,



techniques, and federal, state, and local regulations and laws applicable to the performance of complex administrative responsibilities that require planning, organizing, directing, and evaluating one or more public environmental programs.

- Comprehensive knowledge of agency goals and objectives, structure, mission, and programs and knowledge of qualitative methods sufficient to solve problems and challenges of considerable scope.
- Comprehensive and thorough knowledge of FEMA's organizational structure, missions, programs, and organizational relationships, plus a thorough knowledge of quantitative and qualitative methods and techniques to develop and execute emergency planning and guidance in the preparation phase of complex program functions or missions, e.g., management of agency research operations, or requirements for new or substantially altered state and local preparedness missions and programs.
- Knowledge and skill in management, administration, or coordination sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services on specific problems, projects, programs, or functions.
- Knowledge, ability, and skill in public speaking sufficient to conduct conferences and briefings at all levels. Ability to co-chair and conduct meetings to address the concerns of the public, resolve conflicts, and alleviate fears.
- Skill in working with consultants and top technical advisors on overall environmental matters. This includes a wide range of qualitative methods for the assessment, improvement, and compliance of the subject environmental program, as well as the ability to participate in specific design studies.
- Expert skill in oral and written communication sufficient to prepare and present recommendations or solutions persuasively and effectively. Skill in preparing written reports, instructions, and briefings, such as developing, analyzing, reviewing, revising, or providing recommendations on draft policies, standard operating procedures, reports, plans, federal guidance, decision papers, statements of objectives, statements of work, briefing materials, and presentations.
- Knowledge of effective group relationships, interpersonal skills, and the ability to deal with a variety of people in structured and unstructured situations.
- Requires skill in the application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

Conditions of Employment:

- You must be a U.S. citizen to apply for this position.
- This position requires successfully passing a Public Trust background investigation.
- You must be able to walk, stand, and sit, for extended periods.
- You must be able to work in austere conditions and in undesirable locations.
- You must be able to stay in temporary housing when deployed if necessary.
- You must be able to obtain and maintain a government credit card.

Location: Remote Eligible

This position is eligible for remote work arrangements consistent with applicable FEMA policy. For this position, remote work arrangements may be approved at the time of selection and the duty station will be determined based upon the location of the selectee's residence.

Other Information:

- **The salary range above reflects the employee's base salary. Locality pay will be added based on the employee's duty location and reflected on the job offer.**
- This position will have minimal travel of 25% or less, but in the case of a disaster all candidates must be able to deploy with little or no notice to anywhere in the United States and its territories for an extended period. Deployments may include working more than eight hours a day, or more than 40 hours in each week, including weekends and holidays, and under stressful, physically demanding, and austere conditions. When activated and



deployed, you serve in a federal travel status and are entitled to lodging, transportation and per diem reimbursements for authorized expenses in accordance with federal travel regulations.

- If deployed to a disaster, work may take place in areas impacted by disasters that may not have basic public services and may be physically uncomfortable due to hot and humid or cold conditions. Lodging accommodations may be limited and require stays in temporary structures with limited services.
- To ensure the accomplishment of our mission, FEMA requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation for Public Trust as a condition of placement into this position. This may include a review of financial issues, such as delinquency, child support or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs.
- All candidates will be considered without regard to any non-merit reasons such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability, sexual orientation, protected genetic information, parental status, membership in an employee organization, or other non-merit factors.
- Resumes received as part of this announcement may be utilized to fill other CORE positions in OEHP.

How to Apply:

Submit your resume and cover letter highlighting your experience working for or supporting arts, cultural heritage, or historic preservation organizations to EHPJOBS@fema.dhs.gov by **11:59 p.m. ET, Thursday, January 2, 2025**. Please put “**HENTF Coordinator Position**” in the subject line.

- Your resume should reflect relevant knowledge and experience that support the key requirements, duties, and specialized experience of this position as listed in this announcement.
- **We will inform you when you are being reviewed and/or selected for an interview.**
- All packages will be reviewed, and a selected set of candidates will be interviewed.
- Selection into the position will be the result of the following:
 - Resume and cover letter review,
 - Interview process which will include a requested writing sample, and
 - Reference check.