

## **BLUE LAKE RANCHERIA OFFICE OF EMERGENCY SERVICES**

P.O. Box 428  
Blue Lake, CA 95525-0428

Office: (707) 668-5101 x 1055  
Fax: (707) 668-4272

[www.bluelakerancheria-nsn.gov](http://www.bluelakerancheria-nsn.gov)



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Job Description: Office of Emergency Services (OES) Tribal Emergency Response Team (TERT) Program Coordinator.

Department: Office of Emergency Services (OES)

Reports To: Office of Emergency Services (OES) Director

FLSA Status: Non-Exempt

Employment Status: Full-Time

Salary: Depending on Qualifications (DOE)

### **Job Summary**

Under the general direction of the Office of Emergency Services (OES) Director, the Office of Emergency Services (OES) Tribal Emergency Response Team (TERT) Program Coordinator performs professional, administrative, technical, and program coordination duties in support of the Blue Lake Rancheria Office of Emergency Services. The OES TERT Program Coordinator serves as the primary coordinator for the Tribe's Tribal Emergency Response Team (TERT) Program and is responsible for coordinating volunteer recruitment, training, emergency preparedness, public education, grant support, and emergency response activities. The position works collaboratively with Tribal leadership, Tribal departments, community members, neighboring Tribes, and local, state, and federal partners to strengthen community preparedness and resilience. The OES TERT Program Coordinator supports Emergency Operations Center (EOC) readiness and activations, assists with emergency planning activities as assigned by the OES Director, supports grant administration, and promotes community preparedness through training, exercises, and outreach. Evening, weekend, holiday, and extended work hours may be required during emergencies, disaster response, and EOC activations.

### **Essential Functions**

#### Tribal Emergency Response Team (TERT) Program Coordination

- Coordinate and administer the Tribe's Tribal Emergency Response Team (TERT) Program.
- Recruit, onboard, train, coordinate, and retain TERT volunteers.
- Coordinate FEMA CERT-based curriculum and other approved preparedness training.
- Maintain volunteer records, certifications, deployment rosters, and training documentation.
- Maintain TERT equipment, emergency supplies, personal protective equipment (PPE), and inventory records.
- Ensure TERT volunteers maintain readiness and required certifications.

### Emergency Preparedness, Training, and Exercises

- Coordinate emergency preparedness training for Tribal employees, volunteers, and community members.
- Plan, organize, and conduct disaster drills, tabletop exercises, functional exercises, and after-action reviews.
- Evaluate training and exercise outcomes and recommend program improvements.
- Conduct public education and preparedness presentations.
- Develop outreach activities that promote community preparedness and resilience.

### Emergency Operations and Disaster Response

- Assist in maintaining a functional Emergency Operations Center (EOC).
- Support Emergency Operations Center activations during emergencies and planned events.
- Coordinate TERT activations under the direction of the OES Director or designee.
- Assist with damage assessments, shelter operations, volunteer coordination, resource distribution, emergency communications, and disaster recovery activities as assigned.
- Analyze information during emergency situations and communicate critical information to supervisors.

### Grant Administration

- Assist with administration of emergency management and homeland security grants.
- Assist in preparing grant applications, work plans, reimbursement requests, budgets, and progress reports.
- Monitor grant deliverables and compliance requirements.
- Maintain grant documentation in accordance with Tribal, state, and federal requirements.

### Community Outreach and Interagency Coordination

- Conduct preparedness presentations and public information programs for Tribal employees and community members.
- Represent the Office of Emergency Services and serve as the alternate Tribal representative at local, regional, Tribal, state, and federal emergency management meetings as assigned by the OES Director.
- Coordinate preparedness activities with Tribal Housing, Transportation, and other Tribal departments.
- Develop and maintain positive working relationships with neighboring Tribes, local agencies, the California Governor's Office of Emergency Services (Cal OES), FEMA, and community partners.

### Administrative Duties

- Prepare reports, presentations, correspondence, and program documentation.
- Maintain confidential records and files.
- Assist the OES Director with departmental planning, strategic initiatives, and special projects.
- Attend meetings, conferences, workshops, and required training.
- Perform other related duties as assigned.

## **Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree in Emergency Management, Homeland Security, Public Administration, Fire Science, Public Safety, or a closely related field; **or**
- Associate degree in a related field and three (3) years of progressively responsible experience in emergency management, volunteer coordination, public safety, grant administration, or a related field; **or**
- An equivalent combination of education, training, and experience demonstrating the knowledge, skills, and abilities necessary to perform the essential functions of the position.

### **Preferred Qualifications**

- Experience working for a Tribal government or with Tribal communities.
- Knowledge of Tribal sovereignty and Tribal emergency management.
- Experience coordinating volunteers and community preparedness programs.
- Experience administering FEMA, Cal OES, or Department of Homeland Security grants.
- Experience conducting emergency preparedness training and exercises.

## **Knowledge, Skills, and Abilities**

### **Knowledge of:**

- Emergency management principles and practices.
- Incident Command System (ICS) and National Incident Management System (NIMS).
- Emergency Operations Center functions.
- Disaster preparedness, mitigation, response, and recovery.
- Grant administration and reporting requirements.
- Tribal government operations and Tribal sovereignty.

### **Ability to:**

- Coordinate multiple projects simultaneously.
- Analyze information and make sound decisions during emergency situations.
- Work independently with minimal supervision.
- Establish and maintain effective working relationships with Tribal leadership, employees, volunteers, partner agencies, and the public.
- Prepare reports, presentations, correspondence, and grant documentation.
- Communicate effectively both verbally and in writing.
- Demonstrate strong organizational and time-management skills.
- Operate Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Adobe Acrobat, and related office software.

## **Licenses and Certifications**

### **Required**

- Valid California Driver License.
- Reliable transportation meeting California minimum insurance requirements.
- CPR/AED/First Aid Certification (or ability to obtain within six (6) months of hire).

### Required Within Twelve (12) Months of Hire:

- FEMA CERT Train-the-Trainer.
- FEMA CERT Program Manager.
- ICS-100.
- ICS-200.
- IS-700.
- IS-800.
- ICS-300.
- ICS-400.

### **Working Conditions**

- Full-time position with a regular work schedule established by the Office of Emergency Services.
- Evening, weekend, holiday, and after-hours work may be required.
- Subject to emergency call-back, Emergency Operations Center activations, disaster deployments, and extended work hours during emergencies.
- Occasional travel for meetings, conferences, training, and emergency response.
- Work is performed in office, field, and emergency response environments.

### Physical Demands

- Ability to lift and carry up to 40 pounds.
- Ability to stand, walk, bend, climb, kneel, and work for extended periods.
- Ability to operate Tribal vehicles and emergency response equipment.
- Ability to safely perform duties in emergency environments.

### Compensation and Benefits

- Salary is dependent upon qualifications (DOE).
- Eligible for employee benefits in accordance with Blue Lake Rancheria Personnel Policies.
- Overtime compensation in accordance with applicable Tribal personnel policies and wage and hour laws.

### Conditions of Employment

- Successful completion of any required background investigation.
- Successful completion of pre-employment drug screening in accordance with the Tribe's Drug and Alcohol-Free Workplace Policy.
- Must maintain required certifications throughout employment.

### **Disclaimer**

This job description is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Blue Lake Rancheria reserves the right to revise or assign additional duties as necessary to meet the operational needs of the Tribe.