



South Eleuthera Emergency Partners  
Tarpum Bay, Eleuthera, Bahamas

[www.seepbahamas.org](http://www.seepbahamas.org)

Ph# 242 334 4630

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## POSITION DESCRIPTION

Emergency Management Director for South Eleuthera Emergency Partners (SEEP)

### South Eleuthera Emergency Partners (SEEP)

SEEP is a non-profit organization, that served as one of the founding partners of the One Eleuthera Foundation and part of a network of local OEF partners collaborating to transform lives, create self-sufficiency and sustainability in South Eleuthera. SEEP provides the South Eleuthera community with valuable fire suppression and medical transportation services through volunteers operating a fleet of three fire engines and three ambulances based at two Emergency Operations Centers (EOCs) in Tarpum Bay and Wemyss Bight. SEEP's current assets include a recycling center, a loft for Airbnb and water storage facilities. There is an opportunity for SEEP to make an even greater impact in the community by managing its resources and responsibilities to reduce the harmful effects of all hazards and disasters that affect its communities. SEEP is seeking an entrepreneurial, self-motivated Emergency Management Director (EMD) to strengthen the organization and position it to also perform planning, mitigation, disaster response coordination, logistics and communication in the disaster management cycle.

### About One Eleuthera Foundation (OEF)

One Eleuthera Foundation is a non-profit development organization incorporated in the Commonwealth of the Bahamas. Led by a committed Board of Directors and Staff Members, OEF is an organic coming together of different community actors and organizations that have recognized the island's challenges, opportunities, and assets and have committed to developing a comprehensive, sustainable plan for Eleuthera. We represent a gathering of professionals and organizations that share a commitment to a future that is built on the responsible development of our island's many assets.

### Our Vision

We recognize that Eleuthera has a unique opportunity to build an economy based on our unique and rich cultural and heritage assets. This requires moving from a fragmented development approach to creating a structured plan that makes the natural and relevant links among communities and projects, measures success through monitoring and evaluation, and addresses any implementation challenges. The role of OEF in all of this is to connect people and organizations to the resources needed to find, develop or expand projects and activities that will allow Eleuthera and Eleutherans to be successful.



## Position Purpose

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The EMD is responsible for managing the two EOCs, its equipment, its staff and volunteers. The EMD is responsible for training staff and volunteers, and for managing existing SEEP programs such as medical transportation, fire suppression, the recycling program and developing new programs to support SEEP's mission. The EMD will be working with stakeholders in the community such as the Family Medical Center in Rock Sound and the MOH to develop public private partnerships to strengthen health outcomes in the community. The EMD will also be responsible to identify revenue streams to help SEEP become sustainable. The EMD minimizes risk throughout the year by assessing hazards and making necessary preparations, plans emergency response programs and coordinates different activities to prepare for disasters. This includes making sure the community's needs are met, collaborating with NEMA, Red Cross and social institutions to provide shelter and resources in the event of an emergency, and ensuring that its staff and volunteers are trained in how to best respond to a crisis. The EMD prepares, plans, develops and directs procedures for crisis management activities, provides disaster preparedness training, and prepares emergency plans and procedures for natural disasters (e.g., hurricanes, floods, forest fires) and other emergencies. The EMD also helps lead the response during and after emergencies, often in coordination with public safety officials, elected officials, non-profit organizations, and government agencies.

## Position Accountabilities

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The EMD will deal with a range of different duties which will typically involve:

### Management & Administration

- Assist with coordinating day-to-day operations related to SEEP.
- Identify opportunities to revise, improve and establish new programs and private public partnerships to improve health and resiliency outcomes in the community.
- Manage and coordinate outreach programs.
- Prepare and maintain a variety of records and reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds.
- Prepare proposals to clients and respond to inquiries/requests from SEEP stakeholders.

### Mitigation & Planning.

- Work with stakeholders to design Emergency Preparedness Plans that outline operating procedures to be used in response to disasters or emergencies and in recovery from these events.
- Design and implement training courses to help SEEP staff, first responders, and volunteers how to effectively respond to major emergencies and disasters.
- Conduct surveys to determine the types of emergency-related needs that will need to be addressed in disaster planning, or provide technical support to others conducting such surveys.
- Assist OEF core partners in creating their disaster management plans
- Maintain and strengthen SEEP resources, equipment, and staff available to respond to emergencies.



- Design and implement redundant emergency management systems.
- Plan, coordinate, and organize efforts to ensure appropriate equipment and materials are available for a successful operation.
- Minimize risk throughout the year by assessing hazards and making necessary preparations.
- Develop robust collaborative networks by sharing resources, expertise, and equipment with the broader community.

### Response & Recovery

The responsibilities include: -

- In the event of an emergency, maintain a command center to monitor and manage the emergency operations.
- Inspect facilities and communications equipment in order to determine their operational and functional capabilities in emergency situations.
- Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Consult with officials of local governments, schools, hospitals, and other institutions in order to determine their needs and capabilities in the event of a natural disaster or other emergency.
- Coordinate disaster response or crisis management activities such as coordinating receiving and distribution of supplies.
- Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- Guide OEF's communication plan on messaging and keeping the public informed and engaged.
- Consider the different priorities and needs of the various relationships that OEF maintains from staff and their families, volunteers and board members, to clients and members, to funders and key business and community partners, to the media and general public:

### Budgeting & Fundraising

- Assist OEF's Financial Controller in creating Annual Budgets for SEEP.
- Assist OEF's Development Director with fundraising to maintain and upgrade EOCs and equipment, and report on the use of funds allocated.

### Communication

- Represent SEEP to the public and outside groups, organizations, and agencies.
- Identify, cultivate, and solicit support for SEEP.
- Promote and market SEEP and capabilities to external audiences including presentations to stakeholders and community groups to promote the awareness and mission of SEEP.
- Respond to questions, comments, and/or concerns and resolve related complaints.



- Liaise with OEF Communications Team to design and implement marketing materials to ensure public exposure to program offerings.

### Maintain Knowledge of Regulations

- Attend meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management specialists.
- Study emergency plans used elsewhere in order to gather information for plan development.
- Develop and perform tests and evaluations of emergency management plans in accordance with local and federal regulations.
- Develop and maintain liaisons with municipalities and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Keep informed of local and federal regulations affecting emergency plans, and ensure that plans adhere to these regulations.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.

## Position Relationships

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### Key Internal Relationships

- Chief Executive Officer/ President
- Chief Operating Officer
- Any other staff members assigned on the project

## Skills and Qualification Required

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- A Bachelor's Degree in Emergency Management, Public Administration or a similar discipline, several years' experience in similar capacity.
- 3 Years in Managerial Position or Executive Director role.
- Project Management certification.
- Knowledge of Microsoft Office and QuickBooks, sufficient to successfully perform the essential duties of the job such as those listed.
- Knowledge - demonstrate knowledge of key emergency management concepts and theories.
- Leadership - lead the organization by demonstrating vision and forward thinking, mobilizing resources and scaling programs, policies, and procedures.
- Entrepreneurship - demonstrate strong entrepreneurial management skills and ability to coordinate programs and assess the outcomes of program initiatives.
- Communication – possess excellent communication skills and quickly adapt and respond to emergency situations as they develop.



- Problem-solving – demonstrate problem solving skills, quick decision making and good judgment in stressful situations.
- Calm disposition – to remain calm under pressure and maintain a reserved disposition when dealing with a crisis.
- Flexibility – to be adaptable, agile, and make quick decisions as situations change and develop.
- Critical thinking – to anticipate hazards and issues that might arise during an emergency so that they can respond accordingly
  
- Demonstrate strong interpersonal skills and the ability to gain the trust of compatriots.
- Demonstrate problem solving skills, agility and good judgment.
- Finance - understand budget administration principles including the monitoring of budgets and adhering to deadlines.
- Sympathetic - be culturally and environmentally aware of community values.
- Ethical - adhere to strong ethical and moral principles.

## Requirements

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The successful applicant must have the right to work in The Bahamas and be in possession of a valid Bahamian driver license.

## Work Environment

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. Some travel is required, possibly to other islands.

## How to Apply

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Please submit your Resume via email to:

Mr. Shaun Ingraham

CEO OEF

Tarpum Bay

Eleuthera, Bahamas

[shaun@oneeleuthera.org](mailto:shaun@oneeleuthera.org)

