



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 Coordinator 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. SEEP is seeking an entrepreneurial, self-motivated Emergency Management Coordinator (EMC) to help 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 EMC is responsible for coordinating the deployment of SEEP's vehicles and equipment, and is responsible for their maintenance and upkeep. The EMC will coordinate SEEP's staff and volunteers and assist the EMD in managing existing SEEP programs and developing new programs to support SEEP's mission. The EMC will develop and lead training activities for all emergency response teams. The EMC will also assess potential dangers and threats and develop and maintain the Emergency Operations Plan (EOP) for SEEP. These plans map out where and how emergency personnel should react when an emergency occurs. The EMC will coordinate and execute emergency preparedness exercises every year. The EMC will also help develop and coordinate outreach programs into the local communities. The EMC will help the EMD 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 list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Assist with coordinating day-to-day operations related to SEEP including general administrative tasks with partners and volunteers.
- Coordinate training programs and emergency operation drills to prepare OEF staff to respond quickly and effectively to emergencies
- Identify opportunities to establish new programs, interns and volunteers, and associated budget.
- Research and implement community outreach programs to strengthen those communities,
- Plan, coordinate, and organize efforts to ensure appropriate equipment and materials are available for the successful operation.
- Conduct research to identify emerging needs, trends, and services related to recruitment and location of SEEP and affiliate members
- Assist in the design, coordination, and implementation of emergency preparedness plans, procedures, and training for both internal and external events. Develop and maintain the Emergency Operations Plan (EOP) for SEEP.
- Coordinate and execute emergency preparedness exercises per year.
- Research and coordinate strategies to support SEEP in targeted areas, including compiling and analyzing data.
- Attend emergency preparedness meetings with local, and national agencies, and report outcomes, decisions, recommendations to SEEP, OEF and OEF partners
- Promote and market SEEP and capabilities to external audiences including presentations to stakeholders and community groups to promote the awareness and mission of SEEP and to identify, cultivate, and solicit support for SEEP.
- Respond to questions, comments, and/or concerns and resolve related complaints
- Prepare proposals to clients and respond to inquiries/requests from SEEP stakeholders
- Maintain adequate files, records and correspondence relating to Emergency Management activities.



- 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.
- Liaise with OEF Communications Team to design and implement marketing materials to ensure public exposure to program offerings.
- Identify funding sources for projects at SEEP requiring financial assistance and help raise funds from private and public sources.

## Position Relationships

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### Key Internal Relationships

- Emergency Management Director
- SEEP Board of Directors
- 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, with several years' experience in similar capacity.
- Knowledge of Microsoft Office sufficient to successfully perform the essential duties of the job such as those listed.
- Knowledge - demonstrate knowledge of emergency management concepts and theories.
- Leadership - lead their part of 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.
- 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. Kenwood Cartwright

Tarpum Bay

Eleuthera, Bahamas

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

