



Emergency Management Reserve Corps Specialist (EMRCS)

Hawaii Emergency Management Agency (HIEMA)

Department of Defense

Location: Oahu

HIEMA is seeking a qualified and mission-driven Emergency Management Reserve Corps Specialist (EMRCS) to support statewide emergency management programs. This position contributes to the Agency's preparedness, response, recovery, and mitigation efforts by ensuring effective coordination, operational support, and compliance with applicable State and Federal laws.

POSITION SUMMARY

The Emergency Management Reserve Corps Specialist (EMRCS) supports HIEMA's mission by providing emergency management surge capacity and operational support throughout the State of Hawai'i. The position strengthens the Agency's ability to scale operations during emergencies and disaster events and enhances statewide coordination capabilities. This position assists in preparedness, response, recovery, mitigation, logistics, planning, and coordination activities to reduce the impacts of emergencies and disasters on people, property, and the environment. The EMRCS provides administrative and operational support to branch and section leadership while helping maintain readiness and situational awareness across emergency management programs.

The incumbent prepares for 24/7 response and may be subject to no-notice recall to the State Emergency Operations Center (SEOC) or alternate facilities during disaster or exercise activations. The position may also deploy to County Emergency Operations Centers on neighbor islands and trains for assigned SEOC roles.

KEY RESPONSIBILITIES

Planning, Coordination & Operations Support

- Support the development, review, and implementation of emergency management plans, procedures, and operational documents

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- Assist with coordination among Federal, State, County, private sector, and non-governmental partners
- Support preparedness, response, recovery, and mitigation activities during steady-state and disaster operations
- Assist with situational awareness reporting, information tracking, and documentation management
- Provide administrative and operational support to branch and section leadership
- Support logistics coordination and resource tracking during activations
- Assist in maintaining operational readiness and surge capacity capabilities

Emergency Operations & Field Support

- Serve in assigned roles within the SEOC during activations
- Support incident documentation, situation reporting, and operational briefings
- Assist with coordination of response and recovery efforts across jurisdictions
- Participate in preliminary damage assessments and field operations when required
- Support exercises, drills, and real-world emergency activations

Training & Outreach

- Participate in required emergency management training, workshops, and exercises
- Maintain familiarity with State and Federal emergency management frameworks and policies
- Assist with outreach efforts and represent HIEMA at meetings, exercises, and community engagements as assigned
- Prepare reports, spreadsheets, presentations, and other materials to support training and coordination activities

Other Duties

- Perform related duties as assigned in support of Agency mission requirements

SUPERVISION

Work is performed under general supervision. Assignments are provided with instructions regarding objectives and priorities. The employee is expected to work independently within established guidelines. Work is reviewed for effectiveness, timeliness, and compliance with applicable policies and procedures.

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REQUIRED LICENSE

- Valid driver's license to operate a vehicle in the State of Hawaii.

RECOMMENDED QUALIFICATIONS

Education

- Graduation from an accredited four (4) year college or university
- Experience in emergency management, healthcare, military, public safety, or related fields may be substituted for education on a year-to-year basis
- Overall experience must demonstrate the ability to perform the duties of the position

Experience

- Experience working in emergency management, healthcare, military, public safety, or related operational environment

Knowledge of

- Principles and practices of emergency management
- Disaster preparedness, response, recovery, and mitigation processes
- Emergency operations center functions and procedures
- Interagency coordination and incident management structures
- Applicable State and Federal emergency management frameworks and policies

Skills & Abilities

- Strong written and verbal communication skills
- Ability to analyze information and prepare clear and concise reports
- Ability to work effectively in high-pressure and rapidly changing environments
- Ability to develop and maintain effective working relationships with diverse stakeholders
- Ability to interpret and apply policies, plans, and procedures
- Strong organizational and problem-solving skills
- Ability to work effectively in open office environments with interruptions and under deadline pressure
- Proficiency with computer systems including word processing, spreadsheets, databases, and related software
- Ability to lift up to 25 pounds and use mobile communication devices

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TOOLS & EQUIPMENT

- Computer systems and standard office equipment
- Incident management and emergency operations software
- Alert and warning systems and communication equipment
- Geographic Information Systems (GIS) software (as applicable)

OTHER INFORMATION

This position is exempt from civil service and is temporary in nature. Employment is considered at-will, meaning the employee may be separated from service at the discretion of the department head or designee at any time.

WORKING CONDITIONS

- Work may occur in the SEOC.
- The SEOC may be activated during disasters or emergencies. During activation, the EOC operates on a 24-hour work schedule and work conditions may be highly stressful.
- Must be able and willing to work shift assignments, overtime with little advance notice, and extended or long work hours when required, including nights, weekends, and holidays.
- Must be able to travel to disaster-affected areas on neighbor islands for multiple consecutive days.
- Ability to perform effectively in fast-paced, high-pressure emergency environments is essential.
- Must successfully pass a background investigation.

HOW TO APPLY

Submit the following documents to hiema.hr@hawaii.gov:

- Cover letter (optional)
- Detailed résumé (The résumé will be used to determine whether the applicant meet the minimum qualifications and related experience requirements for the position)

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- Transcripts — Submit copies of college transcript(s) by the closing date of this announcement if qualifying based on education, or if education is a requirement for the position. If selected, an official transcript will be required prior to employment to verify educational credentials.

NOTE TO APPLICANTS

- Compensation for the Emergency Management Reserve Corps Specialist (EMRCS) position is \$27.23 per hour and is not eligible for State benefits.
- The agency does not provide relocation assistance.

Join HIEMA and be part of a dedicated team committed to building a ready and resilient Hawai'i through preparedness, coordination, and all-hazards emergency management.

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