

## JOB Opportunity:

FEMA is seeking resumes for both current and anticipated vacancies. Please distribute this email to your networks to help us recruit qualified conflict resolution professionals for our Alternative Dispute Resolution (ADR) office at FEMA. Resumes may be sent to [FEMA-ADR-Cadre@fema.dhs.gov](mailto:FEMA-ADR-Cadre@fema.dhs.gov). We are seeking resumes for both current and anticipated employee vacancies in 2017 including:

1. **Reservists (current vacancies)**– Reservist ADR Advisors to deploy to disasters from their homes in all US states and territories. Work is intermittent and on-call; requires deployment for at least 30-60 days at a time, and the pay is hourly at the rate of \$40.77/hour.
2. **FT Deployable (anticipated position)** - Full-time Deployable ADR Advisor position anticipated for Washington, DC. The position is a renewable 2-year term position, will require extensive (up to 300 days/year) disaster travel, and pays at the rate of GS-13, or about \$94,700 for DC.
3. **FT DC (anticipated position)**- Full-time attorney ADR positions in Washington, DC to do either program administration or dispute resolution work. The position is a renewable 2-year term position and pays at the rate of GS-13, or about \$94,700 for DC. Some non-disaster and disaster travel may be required.

When sending your resume, please indicate for which of these position(s) you are applying: Reservist, FT Deployable, and/or FT DC.

### Duties include:

- Providing a wide range of informal non-EEO dispute prevention and intervention processes including individual conflict coaching, listening and problem-solving, interpersonal and work group conflict resolution, teambuilding, group facilitation, facilitated discussions, mediation, conciliation, and dispute resolution related training.
- Practicing ADR according to the standards and principles required of the FEMA ADR staff, including working diplomatically, collaboratively, and respectfully with ADR colleagues, cadre management staff, clients, and all internal and external staff, supervisors, leaders, and partners.
- Exercising a strong set of interpersonal skills in self-reflection, self-regulation, empathy, and social skills to build relationships, effectively manage teamwork and collaboration, engage critical thinking before taking action, and accurately gauging the effectiveness of your communications so that you can make adjustments. Must remain calm and civil under stress and when challenged.
- Regular use of Microsoft Windows based computers, Microsoft Office, mobile computing devices, and government software systems for filing reports, completing tasks, checking records, getting paid, traveling, etc.

### Required Education and Experience:

- A four year undergraduate degree from an accredited college or university, at least 300 hours of dispute resolution training, and five (5) years of professional dispute resolution or ombuds work experience that includes conflict coaching, listening and problem-solving, interpersonal and work group conflict resolution, teambuilding, group facilitation, facilitated discussions, mediation, conciliation, and dispute resolution related training.

- A relevant graduate degree, such as a Juris Doctorate or Masters in Conflict Resolution from an accredited college or university may be substituted for 100 hours of dispute resolution training and two (2) years of professional dispute resolution or ombuds work experience.
- Experience that demonstrates ability to work in a large, hierarchical, organization and successfully deal diplomatically with bureaucracy, diverse staff, difficult personalities, competing factions, hierarchy, and chain of command, while maintaining a reputation as a positive, effective, collaborative, and professional employee.