



FEMA PUBLIC ASSISTANCE SPECIALIST

POSITION OVERVIEW

JOB DESCRIPTION

Emergent Talent, a division of Emergent Method, is looking for qualified candidates to support emergency response and recovery efforts in communities impacted by Hurricane Laura.

The ideal candidate must be experienced in emergency response and disaster recovery, particularly with FEMA's Public Assistance program, and adept in handling a wide range of related tasks.

Key activities may include:

- Conducting damage assessments
- Developing FEMA PA project worksheets
- Reconciling and preparing project documentation for grant applicants
- Conducting expense eligibility reviews and determinations
- Assisting in the development of project scopes of work
- Organizing and maintaining project records
- Providing other technical or administrative support to the project team and client

These are full-time positions based in Lake Charles, Louisiana, with candidates able to begin work immediately. Candidates may be required to temporarily relocate to the project site and/or work virtually based on client preferences and project needs.

QUALIFICATIONS

- Three-to-five years of FEMA Public Assistance program experience is preferred
- Familiarity with FEMA PA project worksheets is preferred
- Experience conducting eligibility determinations based on reimbursement criteria and reviewing grant applications
- Detail-oriented, organized, and ability to maintain detailed documentation and records in accordance with federal policies and requirements
- Bachelor's degree in a related field or equivalent work experience
- Able to work full-time in Lake Charles, Louisiana

HOW TO APPLY

Candidate(s) should submit a resume to jobs@emergentmethod.com. Applications will be accepted until the positions are filled.

BACKGROUND

Emergent Method is a Louisiana-based management consulting firm focused on helping companies and organizations innovate, grow, improve their performance, and achieve their missions.



We do this by bringing people and ideas together to understand opportunities, let ideas emerge, and create multi-faceted solutions with results greater than the sum of their parts. We come from diverse backgrounds that lend to expertise in solving complex problems, implementing impactful change, helping our clients navigate shifting landscapes, and seizing opportunities – including those they had not seen before. From disaster recovery and strategic planning, to project management and strategic communication, we are dedicated to helping our clients adapt, innovate, and grow – pushing systems, agencies, and industries to new heights, while developing strategic, systemic solutions and processes to support those goals.

We opened our doors in 2012 and have been recognized for growth and achievement over the years. Inc. magazine ranked our firm among the 5,000 fastest-growing U.S. companies for three consecutive years from 2018 to 2020. We also were recognized among Consulting Magazine's fastest-growing consulting firms and LSU's fastest-growing, alumni-owned businesses in 2018 and 2019, as well as the Louisiana Association of Business and Industry's 2019 Company of the Year and the Greater Baton Rouge Business Report's 2017 Company of the Year.

We are dedicated to seeking the same measures of continuous improvement for the clients we serve and supporting them in all actions of planning, growth, and emergence to the forefront of their industries.

To learn more about Emergent Method and our team, visit our website at emergentmethod.com.

ADDITIONAL INFORMATION

Emergent Method and associated entities are equal opportunity employers. We do not discriminate against employees or applicants for employment on any legally recognized basis or any protected class under federal, state, or local law.