

Hazard Mitigation and Emergency Management

Research Assistant/Junior Planner

AMEC Earth and Environmental's Hazard Mitigation and Emergency Management (HM&EM) program in Lakewood, Colorado, is looking to hire a full-time research assistant/junior planner to assist with projects. HM&EM helps communities across the country mitigate, prepare for, respond to, and recover from natural and manmade disasters.

Responsibilities

Tasks will include, but will not be limited to, the following:

- Conducting research for plans (e.g., risk and capability assessments for hazard mitigation plans)
- Writing portions of plans, proposals, and other documents
- Supporting proposal development and production
- Providing administrative support as needed by the HM&EM team

Knowledge/Experience/Skills

- Bachelor's degree, preferably in a related field (e.g., planning, public administration, natural resources)
- Minimum one year of work experience in an office environment (or equivalent academic work experience)
- Excellent writing skills
- Strong research, organizational, and verbal and interpersonal communication skills
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Ability to take direction and handle multiple priorities simultaneously
- Work experience in emergency management/hazard mitigation (desired)
- Understanding of federal emergency management regulations (desired)

How to Apply

Interested applicants should e-mail a cover letter and resume to:

Clancy Philipsborn

Technical Director

Hazard Mitigation and Emergency Management

clancy.philipsborn@amec.com