



MIT Position Description

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| Job Title: Emergency Manager | Position Title: Mission Continuity and Resiliency Coordinator |
| Pay Grade: 9 | % Effort or Wkly Hrs: 100% |
| Department: MIT Emergency Management / Public Safety | Reports to: Director, MIT Emergency Management |
| Prepared by: Suzanne Blake | Date: December 16, 2022 |

Position Overview:

MIT Emergency Management (MIT EM) strives to create a professional, exemplary, comprehensive emergency management and mission continuity program for MIT that perpetuates resiliency across all sectors of the Institute. MIT EM does this through six key mission areas: preparedness, mitigation/prevention, response, recovery, continuity, and communication/coordination. The Mission Continuity and Resiliency Coordinator will support the vision and mission areas of MIT EM by developing a continuity program for the Institute and working with stakeholders from all sectors of the campus to identify, analyze, prioritize, and promote solutions that will make MIT's teaching, research, and public service functions more resilient to minor disruptions, moderate emergencies, and major disasters. The Mission Continuity and Resiliency Coordinator will develop a strategy for implementing continuity across the Institute; develop continuity plans for all departments, labs, and centers at MIT; connect continuity plans with relevant emergency management/response plans in order to increase resiliency Institute-wide; and work with key stakeholders in the resiliency sphere at MIT to enhance preparedness and resiliency at MIT now and into the future. This position is a hybrid position (remote / Cambridge, MA).

Principal Duties and Responsibilities (Essential Functions):**

- Under the direction of the Director of MIT EM, and in coordination with other MIT departments and offices and team members within MIT EM, develop and maintain continuity plans and emergency response plans for MIT's departments, labs, and centers (DLCs) as well as an Institute-wide continuity coordination plan and policy for the Institute. Coordinate extensively with and provide support to faculty, staff, and student groups in their continuity and resiliency efforts.
- Guide DLCs in developing continuity plans and emergency response plans by conducting workshops and training sessions, assisting departments with analyzing processes and identifying essential functions, monitoring plan development progress, reviewing completed plans, and providing feedback to improve plans. Work with DLCs to become more resilient by analyzing their functions and devising strategies for continuing to operate, when necessary, without their usual resources (space,

personnel, utilities, and/or technology). Use and improve upon lessons learned from and plans developed during the COVID-19 pandemic where appropriate.

- Develop a Hazard Vulnerability Assessment (HVA) for MIT to identify and prioritize hazards that may affect the Institute, as well as Business Impact Analyses (BIAs) to determine the potential impacts of these hazards at the campus-wide level as well as at the DLC level to inform business continuity planning and strategies.
- Utilize the VEOCI software tool to organize and track unit-level continuity and emergency response plans and link essential functions and dependencies across the institute. During a campus distribution, monitor priority essential functions and coordinate and allocate resources and response actions for continuation of these functions as necessary.
- Conduct resiliency and continuity outreach and education to the campus community to promote a culture of resiliency in all sectors of the campus. Promote readiness initiatives to stakeholders by identifying, designing, and advocating for initiatives that will support resiliency and advise campus and departmental leadership on all matters relating to the continuity of MIT's teaching, research, business, and public service functions.
- Coordinate and conduct regular tabletop exercises for DLCs to test their plans and ensure that all DLCs perform annual reviews of their continuity plans. Write reports to summarize continuity and emergency planning activities including training and exercises and link accomplishments to MIT EM goals and objectives as well as MIT's mission and vision.
- Work with the Office of Sustainability on climate resiliency efforts as described in the MIT Climate Action Plan. Serve as an advisor for resiliency efforts in the continuity realm and coordinate with key stakeholders across campus to enhance the resiliency of the campus through planning and preparedness for climate-related hazards (e.g., flooding and extreme heat).
- Write compelling, clear, and concise plans, procedures, and other program documents in styles appropriate to respective sectors of the MIT community using correct formatting, spelling, punctuation, and grammar.
- Respond to emergencies and disasters on campus and remotely, including activations of the MIT Emergency Operations Center (EOC) per the direction of the Director of MIT EM, and perform other emergency management duties as assigned.
- Other duties as required.

All employees within MIT EM must be able to assist with the following tasks as a member of the emergency management team in order to ensure redundancy of critical emergency management and preparedness functions:

- Assist with the maintenance, operation, and staffing of the MIT Emergency Operations Center (EOC) when it is activated.
- Assist with the management and dissemination of emergency notification messages during tests and actual incidents using MIT's emergency notification system.
- Assist with the duties of the other team members within MIT EM when necessary and required, as guided by the Director.
- Support the Director of MIT EM on special projects as they arise.

Supervision Received:

- Supervision is provided by the Director of MIT EM. The position will work very closely with the Director to further the vision and mission areas of MIT EM and enhance resiliency at MIT.
- This position may also be required to disseminate emergency notification messages with little supervision once properly trained.

Supervision Exercised:

No direct reports. May monitor and coordinate the work of student interns and temps.

Qualifications & Skills:***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- Bachelor's degree from an accredited institution in related field (relevant fields include, but are not limited to, emergency management, business continuity, information technology, communications, English, public administration, business/management, etc.).
- Seven or more years of full-time, professional experience in continuity and/or resiliency planning and coordination that included experience developing and maintaining continuity plans at an organizational level as well as a department/unit level.
- Thorough knowledge of business continuity principles.
- Certified business continuity practitioner (or desire to pursue).
- Excellent verbal and written communication skills and public speaking skills. Strong written, organizational, and interpersonal communication skills are a MUST, as is attention to detail.

- Demonstrated proficiency in the use of the Microsoft Office suite and ability to learn specific systems used by MIT and MIT Emergency Management.
- Experience in creating visual presentations for a variety of audiences and organizing and presenting information in a clear, concise, and logical manner that is easily understood by the target audience. Ability to take technical information and put it into a format that is easily understood by various audiences, including senior leadership.
- Positive attitude and enthusiasm for continuity planning, resiliency, and climate adaptation.
- Ability to demonstrate openness and responsiveness to new ideas, adapt to change, and influence others in a positive manner.
- Ability to work effectively under difficult and trying circumstances and during changing conditions (e.g., during an emergency or disaster), sometimes with little supervision.
- Employee must be available for occasional after-hour on-call duty as well as during non-scheduled hours, as needed, including holidays and weekends, to support a crisis or emergency impacting MIT, including performing emergency notification duties. Maintaining a prolonged presence on campus may be required during a major disaster situation that impacts MIT. Employee must be able to return to campus within a reasonable timeframe to respond to an emergency situation. Response to the MIT Emergency Operations Center (EOC), either in-person or remotely, during and outside normal working hours will occur.
- Deals with confidential information and/or issues using discretion and judgment.
- This position requires prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

PREFERRED EDUCATION AND EXPERIENCE:

- Ten or more years of related, professional experience in continuity and/or resiliency planning.
- Basic knowledge of emergency management principles.
- Familiarity with the higher education environment.
- Training in the Incident Command System (ICS) 100, 200, 300, 400 and National Incident Management System (NIMS) 700, 800.
- Advanced education in a related field. Master's degree preferred.



- Certified Emergency Manager (or desire to pursue).

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.