DELTA | DEVELOPMENT | GROUP
INC.

Disaster Preparedness Solutions Associate

Delta Development Group, Inc. is seeking a motivated, detail-oriented Associate to join our Disaster Preparedness Solutions team. This position supports emergency management and disaster preparedness projects for public and private sector clients, healthcare organizations, and government agencies.

Working under the direction of a Project Manager, the Associate will assist with emergency planning, project research, and will aid in the development of training, exercise, and assessment materials that strengthen client preparedness and resilience.

What you'll do:

- Assist with the development of emergency operations plans, business and organizational continuity plans, hazard mitigation plans, preparedness assessments, and other client deliverables.
- Research federal, state, and local emergency management guidance, regulations, policies, and best practices.
- Prepare Homeland Security Exercise and Evaluation Program-compliant exercise materials—including scenarios, exercise plans, participant handbooks, messages, briefings, and after-action reports.
- Assist in the development of both in-person and web-based training.
- Coordinate with project teams, clients, public agencies, and other stakeholders.
- Organize technical information and translate research and concepts into clear plans, reports, presentations, and exercise materials.
- Support project schedules, meeting facilitation, develop meeting documentation, develop client surveys, and adhere to project deadlines.

What you'll bring:

- Bachelor's degree in Emergency Management, Public Health, Homeland Security, Public Administration, or a related field.
- Experience in emergency management, exercise design and facilitation, public health preparedness, disaster planning or training, and healthcare preparedness.
- Strong research, analytical, writing, editing, and verbal communication skills.

- Must be detail oriented, highly organized, display initiative, and have the ability to manage multiple assignments while adhering to strict deadlines.
- Familiarity with CDC Public Health and ASPR preparedness, The Joint Commission Emergency Management Standards, and response capabilities is preferred.
- Completion of FEMA IS-100, IS-200, IS-700, IS-800, and HSEEP is a plus.
- Proficiency with Microsoft is required, including Teams, Word, PowerPoint, and Excel. Experience with Articulate360 and Visio is preferred.

Benefits:

Health, dental, and vision insurance, paid time off, 401(k), life insurance, tuition reimbursement, and professional development assistance.

To apply, please send in your resume, cover letter, and a personally developed writing sample to:

Alina Abbas
Human Resources Manager
aabbas@deltaone.com

Work Location (in-person):
225 Grandview Avenue
Suite 301
Camp Hill, PA
17011

Delta Development Group, Inc. is an Equal Opportunity Employer and is committed to a workplace where everyone is treated with respect. Employment decisions are made without regard to any legally protected status. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.