



Research Specialist – Crofton Office/Fire Programs

The incumbent in this position has primary responsibility for conducting research and data collection efforts related to firefighter and EMS fatalities. In the case of firefighter fatalities, this person is responsible to provide information that assists in making determinations to help ensure the National Fallen Firefighters Foundation (NFFF) meets its mandated Congressional mission of honoring fallen firefighters. The person filling this position also conducts outreach to the EMS community and links NFFF resources to the families of fallen EMS providers as part of a request from the Department of Justice (DOJ), a supporter of the Foundation's fallen family outreach programs. This is a dynamic position that interacts with multiple divisions within the organization, as well as the affiliate organization, the First Responder Center of Excellence for Reducing Line of Duty Deaths and Injuries (FRCE).

Responsibilities

- Conducts research of all EMS on-duty fatalities and conducts outreach to the families of those EMS providers providing information about the resources made available through the NFFF.
- Conducts research of all on-duty firefighter fatalities and develops a file indicating the circumstances of each death and completes the initial information in preparation of a determination indicating if the fatality meets the NFFF criteria.
- Serves as the liaison between the NFFF and its affiliate, the FRCE, and EMS related organizations including, but not limited to, The National EMS Memorial, National Association of State EMS Officials, and National Association of EMS Physicians.
- Works to raise awareness of NFFF services to the eligible members of the EMS community and others as directed by the Director of Fire Service Programs.
- Provides marketing services on the behalf of the NFFF and assisting with outreach efforts.
- Assist with coordinating honored fire department attendance at Annual Memorial Weekend to include preparing and sending official invitation packages, tracking RSVP's for event, and answering questions related to department participation and online registration.
- Works closely with the Family Programs Division.

Requirements

- High school diploma or equivalent required, preference of a bachelor's degree in journalism, marketing, or any research related field.
- Minimum 3 years of work experience, preferably in non-profit organization(s), required.
- Demonstrated proficiency in Microsoft Office and Outlook software. Experience

with Raiser's Edge (Blackbaud) and/or CVent is preferred.

- Must possess valid, state-issued driver's license and be able to successfully clear a Federal-level criminal background check.
- Must be extremely organized, detail oriented, and work well under pressure to concurrently manage multiple assignments with stringent deadlines.
- Demonstrates excellent oral and written communication skills to conduct interpersonal interactions and for documentation of activities
- Able to self-motivate to work independently and collaborate as an integral part of a team.
- A high degree of integrity in dealing with confidential supported family information.

Memorial Weekend

- Provides assistance, as required.

Physical Demands and Work Environment

- The work is generally sedentary although there may be some nominal walking or standing for short periods of time. There may be times that require carrying heavy loads or lifting items that require only moderate physical ability or stresses.
- Work in this environment involves risks and discomforts common to those incurred in offices, meeting rooms, libraries and the like. The safety precautions required are normal of those required in the locations above. The work area is adequately lighted, heated, and ventilated.
- The position may require some travel at mutually agreed upon times and locations.

The National Fallen Firefighters Foundation is an Equal Opportunity/Equal Access/Affirmative Action employer. The NFFF seeks excellence through diversity among its administrators, staff, and consultants. The Foundation prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

All applicants are asked to furnish the following documents/materials: Letter of application, Resume showing all pertinent work history, References (one personal and three job-related). Applications must be received by Wednesday, October 31, 2018 to be considered for this position. The decision process will be comparative and may include the following steps: review of received documents, checking of references, and potential interview of candidates. If there are any questions or concerns regarding this posting, please correspond with Lissette Garcia, Human Resources Assistant, at lgarcia@firehero.org.