



West Virginia
Homeland Security Training and Exercise Coordinator

SALARY	\$50,000 – \$60,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600010
	DHS - Division of Emergency	OPENING DATE	02/25/2026
DEPARTMENT	Management	LOCATION OF VACANCY	KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

This position will develop course content and identify objectives. Schedule courses and coordinate logistical support. Develop and adhere to budgets. Evaluate course instructor and maintain list of qualified instructors. Recommend purchase of training materials, equipment, and supplies. Define certification standards in compliance with the National Qualification System (NQS). Conduct regional and statewide workshops related to all aspects of the National Preparedness System (NPS). Act as primary administrator of State Learning Management System (LMS) database. Responsible for and maintenance of all student training records/transcripts. Track compliance with training certifications. Reviews/approves applications submitted for National Training and Education Division (NTED). Reviews/approves applications for attending Emergency Management Institute (EMI) courses. Reviews/approves direct delivery course applications submitted by local jurisdictions for in-state training. Review federal grant guidance to ensure compliance with all requirements related to training. Attend meetings with stakeholders and provide liaison activities and technical consultation. Travel and attend meetings, conferences, and seminars, both in and out of state. Supervise and review work of training contractors and adjunct instructors. Responsible for strategic planning, goal and objective setting for the training programs. Prepare reports and special projects as requested by agency leadership. Facilitate ad hoc work teams assigned with providing input into program direction or accomplishing program tasks.

Position 0606PE0621
 Posting EMD2600010
 1 Vacancy
 Kanawha County

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four year college or university.

Substitution: 1) Associate's degree from a regionally accredited college or university plus two additional years, than listed below, of full-time or equivalent part-time paid experience in adult training or classroom teaching that includes managing a personnel training budget. **OR** 2) Additional experience as described below may be substituted for the training on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid experience in adult training or classroom teaching that includes managing a personnel training budget.

Special Requirement: This is a security sensitive position. Applicants must successfully complete a background investigation and submit to a drug screening as a condition of employment.

Other Information

PG: 14 \$50,000 - \$60,000

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600010** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://personnel.wv.gov>