

Job Description

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The Position: Risk Management Systems Manager

Conservation Begins Here.

The Student Conservation Association (SCA), America's #1 conservation service organization seeks a Risk Management Systems Manager to preferably be placed in Charlestown, NH. This position manages the systems with which SCA mitigates and reports risk.

Primary Responsibilities:

- Manage SCA wide process for collecting and reviewing medical information (for members and leaders)
- Oversee SCA Emergency Response System.
- Serve as liaison between Risk Mgt. Department and members, parents, doctors, crew leaders, and SCA's physician advisors.
- Design and deliver general risk management training modules.
- Support office and field environments through special projects and field safety reviews.
- Deliver and revise medical screening training and coach/support internal medical screeners
- Serve as integral part of Crisis Response Team
- Oversee collection of incident data, prepare statistics for department review and analysis

Qualifications:

- 5+ years medical screening or relevant experience required; Bachelor's degree preferred
- Strong organizational, customer service and communications skills required
- Demonstrated proficiency in developing and presenting training required
- Ability to work independently and as part of a team necessary
- Strong MSOffice skills required (Word, Excel, Outlook)
- Solid outdoor field experience preferred
- EMT or Wilderness First Responder certification required
- Valid driver's license with MVR that meets SCA standards required
- Criminal background check required; must meet SCA standards
- Willingness to travel nationally (20%+/-) and potentially with short notice

* Health and Dental * Life Insurance * Short Term and Long Term Disability * FSA * 403(b) Savings Plan * Generous Paid Time Off * Community Service Leave

Please send cover letter and resume to Hiring@thesca.org with Risk Management in the subject line.

SCA is an EOE dedicated to workforce diversity.

For more information about SCA, visit us at www.theSCA.org