Shelter Readiness Specialist
Full-time, Temporary | April 1, 2026 – November 1, 2026
Hourly rate: Up to $38 (overtime eligible)

Abacus Corporation is recruiting a **Shelter Readiness Specialis**t on behalf of the Virginia Department of Social Services (VDSS). This position supports statewide efforts to strengthen disaster sheltering capabilities and maintain operational continuity while the State Shelter Coordinator is on leave.

The specialist will coordinate with state and local partners to advance the Commonwealth Shelter Framework, support planning and exercises for the State Managed Shelter Plan, and help identify and evaluate potential large-capacity ("mega") shelter sites across Virginia. The position will also support Emergency Support Function 6 (Mass Care) activities during emergencies and may lead activation of state-managed shelter operations if needed.

This role is primarily telework but may require occasional travel for meetings or site visits. During emergency activations, staff may be assigned to work in person at the Virginia Emergency Operations Center in Richmond and may be required to work extended hours, including nights, weekends, or holidays.

Qualifications:

- Knowledge of disaster sheltering and emergency management principles and practices
- Ability to analyze information, track data, and support planning and decision-making
- Ability to work independently, manage projects, and take initiative
- Strong communication and interpersonal skills to engage diverse partners
- Flexibility and adaptability during rapidly changing emergency situations

Preferred but not required:

- Experience with disaster shelter operation
- Experience serving in an Emergency Operations Center (EOC) or on an Incident Management Team (IMT)
- Experience facilitating collaborative planning, training, or exercises

To apply, use the Abacus Corporation link below:

Shelter Readiness Specialist | Abacus Corporation