

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for a Training and Exercise Coordinator. This is one of two roles that leads the planning, coordination, facilitation, and evaluation of healthcare emergency preparedness training and exercises across the Commonwealth of Virginia. This position works with healthcare coalitions, healthcare organizations, emergency management, public health, and government partners to support statewide preparedness priorities and meet Hospital Preparedness Program (HPP) and other grant requirements. **This position reports to the VHHA main office in Glen Allen, Virginia. The employee must reside within the central or eastern healthcare coalition region.**

Salary Range - \$61,300 - \$78,200 annually

Actual starting pay will be determined based on several factors, including relevant experience, education, skills, certifications, internal equity, and current market conditions. Compensation decisions are made in alignment with organizational compensation practices and business needs.

Essential Functions:

- Develop, facilitate, coordinate, and document statewide healthcare training and exercise initiatives in collaboration with healthcare coalitions, healthcare organizations, emergency management, public health, and other partners.
- Manage the statewide multi-year training and exercise planning cycle, aligning coalition partner needs, identified hazards and vulnerabilities, strategic priorities, and ASPR Hospital Preparedness Program (HPP) requirements.
- Coordinate training needs across diverse healthcare sectors statewide, including hospitals, post-acute care, long-term care, and other healthcare partners.
- Plan and support delivery of healthcare emergency preparedness training courses, including but not limited to Hospital Incident Command System (HICS), Nursing Home Incident Command System (NHICS), Advanced Burn Life Support (ABLS), Basic and Advanced Disaster Life Support (BDLS/ADLS), Certified Healthcare Emergency Coordinator (CHEC), hospital decontamination, and threat-specific surge training.
- Assist in the development, facilitation, evaluation, and documentation of required statewide and coalition-level exercises, including Medical Response Surge Exercises and threat-specific annex exercises.
- Develop and maintain after-action reports, improvement plans, and lessons-learned documentation to support continuous improvement and best-practice sharing across the Commonwealth.
- Coordinate the identification, recruitment, and management of exercise controllers, evaluators, facilitators, and participants for statewide and regional exercises.
- Identify and validate training course offerings based on statewide risk assessments, preparedness gaps, coalition priorities, and grant requirements.
- Serve as the primary point of contact for training providers, vendors, and partner organizations, including but not limited to NDLSF, Virginia Department of Emergency Management, Virginia Department of Health, TEEX, FEMA, and other relevant agencies.
- Identify training instructors, venues, materials, and logistical support required to deliver statewide training initiatives.
- Develop and regularly produce statewide training and exercise impact reports, metrics, and performance data for leadership, partners, and grant reporting.

Secondary Duties of Position

- Coordinate and support statewide training and exercise workgroups and committees.
- Participate in VHEMP training and exercise coordination efforts as assigned.
- Maintain readiness of training and exercise resources needed for statewide delivery.
- Support activation of Regional Healthcare Coordination Centers (RHCCs) during pre-planned or no-notice events in accordance with the Emergency Operations Plan (EOP).
- Serve in assigned roles within the Incident Command System (ICS) structure during exercises or real-world emergency activations.

VHHA is seeking a highly organized and collaborative professional with experience in emergency management, healthcare preparedness, public health, or a related field. The ideal candidate will have a strong understanding of healthcare emergency response frameworks, training and exercise design, incident command systems, and preparedness grant requirements. Successful candidates will demonstrate exceptional project management, communication, and stakeholder engagement skills, with the ability to lead complex, multi-agency initiatives and support statewide readiness efforts. Relevant certifications such as FEMA Incident Command System (ICS) courses (100, 200, 300, 400, 700, and 800), FEMA IS-235, HSEEP certification, and/or FEMA Master Exercise Practitioner (MEP) credentials are highly desirable.

This is a full-time position that reports to the VHHA main office in Glen Allen, Virginia. **The employee must reside within the central or eastern healthcare coalition region, with responsibilities statewide.** Remote work or alternative designated work locations may be required as well as 24/7, on-call availability.

Occasional physical activity may be required, including the ability to lift 25–50 pounds during deployments or the distribution of emergency supplies or PPE. The work environment involves limited exposure to environmental hazards.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to recruiting@vhha.com.

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.