



solutient

Mitigation Project Coordinator

The Solutient Corporation, headquartered in New Orleans, LA, is a national leader in hazard mitigation, providing a full spectrum of services to state and local governments. The delivery of hazard mitigation services is supported by divisions of IT software and Geographic Information Systems (GIS) applications. The firm's primary focus is the management of mitigation and recovery programs, and this will be the main concentration of the Mitigation Project Coordinator.

This position will be located in Houma, LA (Terrebonne Parish), but candidate may be required to train in New Orleans, LA temporarily. In this position, you will work in our Hazard Mitigation Department as directed for Solutient and Solutient's client base. You will also represent the company in dealing with FEMA, Parishes in Louisiana and additional governmental entities, homeowners, contractors and other mitigation project stakeholders. You will have project management responsibilities when grant applications are approved, and will be responsible for managing the implementation of elevation and reconstruction projects. In this role you will work with the Director of Mitigation Services and report to the Chief Operating Officer for Solutient.

The Project Coordinator will function as part of the Hazard Mitigation Department of Solutient and will be responsible for several tasks including, but not limited to, the following:

- Working with homeowners to explain FEMA programs such as the Severe Repetitive Loss (SRL) Program and the Hazard Mitigation Grant Program (HMGP) and how it may be beneficial to them to help reduce future flood losses.
- Tracking and recording data/ documentation/ communications into the Hazard Mitigation Department's database system.
- Maintaining file system with all grant applicant data and documentation.
- Maintaining relationship with State and local officials in addition to clients and/or homeowners.
- Providing services to homeowners and clients which includes answering all homeowner or client inquiries about the FEMA program and/or grant applications.
- Conducting homeowner meetings and counseling homeowners on grant policies/procedures
- Collecting Duplication of Benefits (DOB) documents from homeowners in preparation for DOB determination for Elevation/Reconstruction projects
- Reviewing initial engineering plans and cost estimates for mitigation projects
- Coordinating with Solutient's construction subcontractor on plan review/approvals
- Preparing Parish/Homeowner Agreements
- Issuing Notices to Proceed and coordinating elevation/reconstruction kickoff meetings

New Orleans

2021 Lakeshore Drive
Suite 310
New Orleans, LA
70122
Tel: 504-304-2000
Fax: 504-304-2001

www.solutient.com



solutient

- Processing construction milestone documents

Requirements:

- Bachelor's degree in Urban Studies, Urban Planning, or similar field, or equivalent work experience
- Ability to work autonomously and with a team
- Public interaction/customer service experience
- Intelligence and eagerness to learn large amounts of information quickly
- Positive attitude and professional demeanor
- Good organizational skills and attention to detail
- Construction knowledge is a plus
- Ability to work with discretion
- Proficient in Microsoft Office Suite applications (Word, Excel, etc.)

This is a full-time, exempt position.

Salary is subject to the credentials of the applicant.

For consideration, e-mail a letter of interest and résumé to jobs@solutient.com.

Solutient is an Equal Opportunity Employer.

New Orleans

2021 Lakeshore Drive
Suite 310
New Orleans, LA
70122
Tel: 504-304-2000
Fax: 504-304-2001

www.solutient.com