



**Office of Disaster Assistance
Field Operations Center - East
Atlanta, GA**

IN RESPONSE TO CURRENT DISASTER
ACTIVITY,

WE ARE HIRING

INFORMATION TECHNOLOGY SPECIALISTS

- As an **SBA IT Specialist**, you will assist with assist with configuring and troubleshooting IT computer hardware, software, and networking technologies in a variety of local and remote locations.
- Duties require computer skills to configuring window based computer equipment domain images, configuring and utilizing Virtual Private Networks (VPN), utilizing remote access industry standards and hard drive encryption standards such as Microsoft BitLocker.
- **This is a temporary appointment for approximately 30 - 90 days.**
- This position has **physical requirements** including moving and installing monitors, printers, and workstations, running cabling, etc. It also requires the ability to not only lift between 25-35 pounds, but also to stand, stoop and bend.
- **Mandatory Overtime:** In order to respond quickly and efficiently to disaster survivors, substantial compensated overtime hours may be required while on assignment (up to seven days a week and 12 - 14 hours a day). Must be able to work weekend and evening hours.
- You will be **required to travel to a disaster site and may encounter** hazardous working and/or living conditions, i.e., no water or electricity and/or minimal lodging facilities. **Travel expenses are compensated** based on SBA policy and federal regulations.

Salary range:
\$19 - \$25, per hour.

Mandatory weekend and evening hours.

Overtime will be paid for work in excess of 40 hours per week.

Requires extended periods of travel.

Background and credit checks are required.

Credit score must be at least 500.

A valid driver's license may be required.

Must be a U. S. citizen.

Email resumes to: FOCEResumes@sba.gov

Please do not submit multiple resumes. EOE/Veterans must submit DD-214.



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IN RESPONSE TO CURRENT DISASTER
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WE ARE HIRING
PUBLIC AFFAIRS SPECIALISTS

- As an **SBA Public Affairs Specialist**, you will assist in preparing and disseminating news releases and articles for the media, preparing written and oral communications, media coverage of local events, such as press conferences and town hall meetings or other targeted audiences.
- Duties require computer skills sufficient to utilize Microsoft Office functions, such as, Outlook, Word, Excel, desktop publishing, and the Internet, and to navigate within a database to input and retrieve information.
- **This is a temporary appointment for approximately 30 - 90 days.**
- **Mandatory Overtime:** In order to respond quickly and efficiently to disaster survivors, substantial compensated overtime hours may be required while on assignment (up to seven days a week and 12 - 14 hours a day). Must be able to work weekend and evening hours.
- You will be **required to travel to a disaster site and may encounter** hazardous working and/or living conditions, i.e., no water or electricity and/or minimal lodging facilities. **Travel expenses are compensated** based on SBA policy and federal regulations.

**Salary:
Approximately \$25
per hour.**

**Mandatory weekend
and evening hours.**

**Overtime will be paid
for work in excess of
40 hours per week.**

**Requires extended
periods of travel.**

**Background and
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required.**

**Credit score must be
at least 500.**

**A valid driver's
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IN RESPONSE TO CURRENT DISASTER
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CUSTOMER SERVICE REPRESENTATIVES

- As an **SBA Customer Service Representative**, you will assist individuals and business owners with the completion of their disaster loan application(s), including review of financial documentation required in support of each application.
- Duties require computer skills sufficient to utilize email, word processing spreadsheets, and the Internet, and to navigate within a database to input and retrieve information.
- **This is a temporary appointment for approximately 30 - 90 days.**
- **Mandatory Overtime:** In order to respond quickly and efficiently to disaster survivors, substantial compensated overtime hours may be required while on assignment (up to seven days a week and 12 - 14 hours a day). Must be able to work weekend and evening hours.
- You will be **required to travel to a disaster site and may encounter** hazardous working and/or living conditions, i.e., no water or electricity and/or minimal lodging facilities. **Travel expenses are compensated** based on SBA policy and federal regulations.

**Salary range:
\$16 - \$25, per hour.**

**Mandatory weekend
and evening hours.**

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40 hours per week.**

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**Credit score must be
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**A valid driver's
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IN RESPONSE TO CURRENT DISASTER
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PROGRAM SUPPORT ASSISTANT

- As an **SBA Program Support Assistant**, you will assist the department utilizing multiple Microsoft Office computer software programs such as Word, Outlook, Excel, PowerPoint, Access and Internet Explorer.
- You will maintain electronic databases, files, and records in accordance with establish records management policies. You will prepare and edit a variety of electronic reports, spreadsheets, forms, tables, charts, graphs, and/or correspondence dealing with sensitive or confidential information. Duties also require a basic knowledge of reporting time and attendance.
- **This is a temporary appointment for approximately 30 - 90 days.**
- **Mandatory Overtime:** In order to respond quickly and efficiently to disaster survivors, substantial compensated overtime hours may be required while on assignment (up to seven days a week and 12 - 14 hours a day). Must be able to work weekend and evening hours.

**Salary range:
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