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# Example of Exercise Planner Job Description

Our company is growing rapidly and is hiring for an exercise planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for exercise planner

* Developing instructor-led DR process modules with validation tests for Enterprise COOP and DR
* Conducting DR training for customer teams
* Assisting in establishing, tracking, and reporting DR training across Customer teams
* Developing DR exercises/testing and toolkits for business unit exercises/testing
* Developing DR exercises/testing and toolkits for cross functional business units exercises/testing
* Developing location-specific DR training for Customer teams across the country
* Assisting COOP and DR Program Managers and leads with COOP and DR exercises/testing
* Assisting Program Manager and leads with exercises/testing
* Managing DR Business Unit exercises/testing across customer teams
* Managing DR cross functional business unit exercises/testing across customer teams

## Qualifications for exercise planner

* Requires a minimum of 2 years Combatant Command (CCMD) HQ experience or in support of a CCMD HQ
* Position requires a minimum of 2 years operator/action officer level experience with joint exercise planning
* Position requires a minimum of 2 years operator level experience with the Joint Training Information Management System (JTIMS)
* Multi-theater operational or senior staff (CCMD and/or Joint Staff) experience desired if candidate has no USAFRICOM AOR staff experience
* Must be eligible for or hold a SECRET U.S. security clearance
* Applicant will have experience, and proven ability to organize and manage several projects at once