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# Example of Exercise Planner Job Description

Our company is looking 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

* Provide direct support to Marine Corps Installations Command (MCICOM) Installation Protection Program facilitating approved all hazards exercises within the Pacific region
* Support the development and conduct of multiple installations and joint level all hazards exercises by facilitating meetings, and exercise planning, conduct, and assessment in support of the Marine Corps mission
* Develop exercise documentation and presentations
* In support of the MCI-Pacific regional Emergency Management Program, facilitate Concept and Objective (C&O), Initial, Mid, and Final planning meetings, and Master Scenario Event List (MSEL) conferences to produce exercise injects
* Assist the MCI-Pacific regional command staff throughout the exercise planning process, to include
* Must have a “MISSION FIRST” focus capable of operating autonomously in order to support all aspects of planning, coordination conduct and assessment for MCICOM approved all hazards exercises
* Develop specific scripts of Master Scenario Events List (MSEL) or simulation control injects that initiate situational training and field level exercises
* Coordinate annual exercise requirements with multiple installations in order to develop exercise support requirements for higher headquarters approval
* Support Regional Exercise Team (RET) and Emergency Management Program Assurance Team (EMPAT) training in MCI-Pacific region, as required
* Submit reports to direct supervisor at RET-West, as required

## Qualifications for exercise planner

* Excellent Project / Program Management skills - demonstrable track record successfully managing projects at the highest tactical levels, coordinating multi-discipline projects
* Expert knowledge of IT recovery strategies plans, crisis communication planning, testing of all plans, lessons learned, and corrective action plans
* Ability to influence and collaborate with internal and external resources
* Effective team player that can resolve conflict and offer win-win solutions to complex business challenges
* Successfully implemented datacenter failover/failback strategies in the past
* Working knowledge of virtual server infrastructure design and implementation