WE'RE HIRING

Emergency Repatriation Center — RCMFSS Program

Global Logistics & Emergency Response Powered by AI · Mission-Focused. Human-Centered.

Administrative Support Specialist

On call | Deploy anywhere in the United States

ResponseAI is seeking experienced Administrative Support Specialists to provide reception, check-in, records, forms, data entry, staffing and accountability logs, and temporary-assistance documentation at emergency sites.

Education: Associate's degree in Business Administration, Office Administration, Public Administration, or a related field. Bachelor's degree preferred.

Experience: 2+ years providing administrative or program support in government, emergency management, healthcare, or human services environments.

Responsibilities & Required Skills

- Provide reception support and check-in services at emergency sites, using strong customer service and communication skills.
- Support multidisciplinary teams and maintain staffing and accountability logs during emergency response operations.
- Organize records, maintain forms and documentation, and prepare correspondence.
- Perform accurate data entry and maintain electronic records.
- Support temporary-assistance documentation while observing records management and confidentiality requirements.
- Manage multiple competing priorities in fast-paced environments with strong organizational skills and attention to detail.
- Demonstrate proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and Teams.

About RAI

Response AI Solutions, LLC (RAI) is a Global Logistics & Emergency Response small business and prime federal contractor headquartered in Northern Virginia, built on a combination of world-wide expeditionary logistics, human-centered case management, and emergency-tech powered by AI, including our own MCMS platform.

About the Repatriation Program

Established in 1935 under Section 1113 of the Social Security Act, the U.S. Repatriation Program provides temporary assistance to U.S. citizens and their dependents returned to the United States by the Department of State due to destitution, illness, war, or similar crisis abroad. The program is administered by ACF's Office of Human Services Emergency Preparedness and Response (OHSEPR).

1099 Compensation & Deployment

Activation: $45–$55 | **Training:** $35–$45

Must be able to deploy anywhere in the United States within 24 hours for up to 14 days.