

Disaster Project Manager/Coordinator of a Long Term Recovery Committee Position Description

General Description

The Disaster Project Manager/Coordinator directs and coordinates the effective implementation of the mission, goals, and strategies of LTRC as established by the governing body.

General Areas of Responsibility

The Disaster Project Manager/Coordinator has responsibility in three major areas related to the work and functioning of the LTRC:

- *Resource to the Governing Body:* The Disaster Project Manager/Coordinator implements the governing body's Vision, Principles, Policies and Procedures, especially as it relates to the Operational Phase of the recovery effort; assists the governing body in Board Development and uses their experience and knowledge of disaster response to assist them in their decision-making role.
- *Coordinator of Agencies:* Maintaining relationships between the various faith-based, NGO and governmental agencies is critical to a properly functioning long term recovery effort. The Disaster Project Manager/Coordinator needs to have a "super view" of all these inner workings and effectively manage these relationships—especially when conflict develops.
- *Leader/Coordinator of Staff:* Supervising Staff is an obvious responsibility in this area—but it is more than that. The Disaster Project Manager/Coordinator needs to provide the "road map" of where the long term recovery response is headed so the staff understand not only their present work, but how that is related to the future movements and phases of the recovery. The Disaster Project Manager/Coordinator needs to implement strategies for staff development that includes group building processes, in-service training, mental well-being and other considerations that are pertinent to a well-functioning staff.

Duties:

The Duties of the Disaster Project Manager/Coordinator include, but are not limited to:

- Assists the governing body in developing and implementing the operational policies, programs and training events which meet identified needs before, during, and after a disaster.
- Assumes responsibility as the chief development and fundraising officer of the organization.
- Attends all governing body meetings and serves as staff resource to governing body LTRGs.
- Develops public relations program.
- Reports updates at the LTRG Network meetings.
- Reports on-going statistical and descriptive information regarding programs, operations and finances to the governing body.
- Works in coordination with the governing body
- Works to build relationships with other coalitions
- Works with community groups, agencies and faith groups in developing inclusivity.

Qualifications:

- Demonstrated empathy for people in disasters
- Effective public relations skills
- Excellent administrative skills with minimum of 3-5 years' experience
- Experience in successful ecumenical coalitions
- Demonstrated flexibility in changing circumstances
- Excellent health
- Has an understanding of faith based community dynamics
- Ability to travel around state

To Apply

Send a cover letter and resume by email to Thea Becton (tbecton@bwcumc.org) and Chuck Tenant (tenant.chuck@gmail.com)

Applications will be received until a candidate is identified.