



Job Posting Synod Disaster Response Administrator

The ELCA Southeastern Synod is seeking a Disaster Response Administrator to lead and oversee disaster readiness and responses in AL, MS, GA and TN. The Disaster Response Administrator would serve on the synod staff and be accountable to the synod bishop.

Responsibilities of the Synod Disaster Response Administrator will include:

- Response coordination [work with congregations and local communities to form and implement a local response in collaboration with state and local Voluntary Organizations Active in Disaster (VOADs), Emergency Management Agencies (EMAs) /FEMA and Long Term Recovery Committees or Groups (LTC/Gs) and the Disaster Ministry Committee (DMC)]
- Grant writing, implementation and reporting [Oversee Implementation of individual responses and contract staff]
- Collaboration with Partners [Lutheran Disaster Response (LDR), United Methodist Committee on Relief (UMCOR), ELCA's Full Communion partners, VOADS, local long term recovery groups, Synod Disaster Ministry Committee and volunteers] to provide for disaster readiness and response.

Qualifications:

- Compassionate and able to provide Emotional and Spiritual Care in disaster settings
- Knowledge and experience in disaster response with ability to design a response plan based on community needs and the capacities of multiple systems and partners.
- Commitment to serving communities impacted by disaster especially those most vulnerable
- Experience in writing and managing grants
- Scheduling flexibility and ability to travel to and within disaster locations
- Competent computer skills / IT – use of Word, Excel and Google docs, social media
- Administrative, leadership and teaching skills.
- Ability to work within intertwining systems [ELCA, Synod, Congregations, VOADs, Ecumenical and interfaith partners, local civic organizations, city, county, state and federal, State and County EMAs and FEMA]

To apply:

If you are a Rostered Leader in the ELCA, please update your Rostered Minister Profile and contact your bishop before applying.

Please send resumes to Pastor Morgan Gordy at pmgordy@elca-ses.org.