

## **Disaster Recovery Specialist Position Description (Eastern Regional)**

**TITLE:** UCC Disaster Recovery Specialist (Eastern Regional)  
*(2 year position with possibility for extension)*

**REPORTS TO:** Conference Minister, Southern Conference UCC  
**WORK SUPERVISOR:** UCC Disaster Ministries Executive

**GENERAL PURPOSE OF POSITION:** The UCC Disaster Recovery Specialist (DRS) supports the efforts of UCC Disaster Ministries regionally and within conferences by taking a lead role following large scale disasters.

**LOCATION:** Remote with responsibility in FEMA Regions 1, 2, 3, 4 (Eastern Regional). See Appendix A

### **RESPONSIBILITIES:**

- Facilitate the work of UCC Disaster Ministries in planning for and responding to major disasters by providing information, expertise, energy, direction, resources, and referrals for UCC response/recovery efforts.
- Travel to disaster impacted communities and provide assessment, guidance, mentorship, accompaniment and support within the conference(s) to Conference Disaster Coordinators, Conference Ministers and local churches.
- Support clear communication between Conference Ministers, Conference Disaster Coordinators, UCC Disaster Ministries National staff, ecumenical and national partners via phone and e-mail communications before, during and after disasters.
- Adhere to the National VOAD Points of Consensus and ensure UCC response/recovery is supported and managed in accordance.
- Establish recovery sites in consultation with and according to guidelines provided by UCC Disaster Ministries.
- Identify unique opportunities for UCC Disaster Ministries to address issues of injustice in disaster recovery.
- Build strong relationships with local, state and national disaster response and faith-based networks in order to carry out UCC Disaster Ministries response/recovery.
- Support the development of local Long –Term Recovery Groups
- Educate UCC Congregations about Long – Term Recovery Groups (LTRG) and encourage their engagement in the LTRG
- Work closely with and in support of construction management, volunteer management and case management (and other recovery functions).
- Develop strategic partnerships (local, state and national) that leverage resources and support the overall mission of the United Church of Christ.
- Identify unique funding opportunities central to the mission of UCC Disaster Ministries in the Eastern Region.

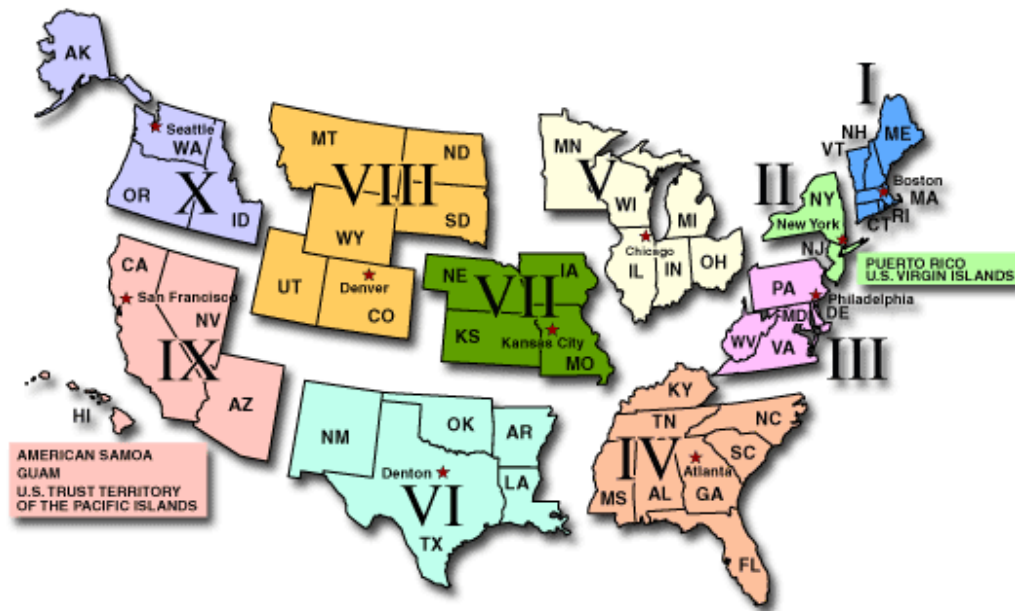
\*Note that the hiring of a Disaster Recovery Specialist (DRS) will decrease the burden on Conference Disaster Coordinators by shifting many of the response/recovery responsibilities to the DRS.

**QUALIFICATIONS:** The qualifications listed below are representative of knowledge, skills and abilities required to perform successfully in this position:

- A person of faith with a commitment to represent the United Church of Christ and its core values.
- Desire and sensitivity to working in diverse racial, ethnic, cultural and religious settings with commitment to diversity in the workplace as well as in one's understanding of mission.
- Strong interpersonal skills that contribute to effective interaction & communication within diverse settings.
- Ability to work with a minimum supervision, self-starter, readily adaptable to change, able to physically work at a disaster recovery location
- Ability to work as part of a team and help a team function effectively
- Ability to quickly gain trust and respect of faith leaders, community leaders and others impacted by disaster.
- Problem solving skills
- Demonstrated written and oral English language skills.
- Computer literacy skills.
- Adaptable and flexible
- Ability to communicate effectively and work collaboratively with multiple agencies and constituencies, including federal, state, and local representatives of government, faith-based organizations, and social service and community agencies
- Experience or knowledge in conflict resolution
- Ability to manage self-care in a stressful situation
- Ability to travel extensively within the region and as requested by the Disaster Ministries Executive.
- Preferred prior disaster field experience in the USA and an understanding of and commitment to work with disaster response entities such as Church World Service (CWS); NVOAD, Federal Emergency Management Agency (FEMA), etc.

## Appendix A.

### Map of FEMA Regions



UCC Conferences included in FEMA Regions 1, 2, 3, 4.

FEMA REGION	UCC CONFERENCES IN FEMA REGION
FEMA Region 1	<ul style="list-style-type: none"> <li>Maine Conference</li> <li>New Hampshire Conference</li> <li>Vermont Conference</li> <li>Rhode Island Conference</li> <li>Massachusetts Conference</li> <li>Connecticut Conference</li> </ul>
FEMA Region 2	<ul style="list-style-type: none"> <li>New York Conference</li> <li>Central Atlantic Conference (state of New Jersey)</li> </ul>
FEMA Region 3	<ul style="list-style-type: none"> <li>Pennsylvania West Conference</li> <li>Pennsylvania Central Conference</li> <li>Pennsylvania Northeast Conference</li> <li>Pennsylvania Southeast Conference</li> <li>Central Atlantic Conference (Maryland, Virginia, Delaware)</li> <li>Ohio-West Virginia Conference (state of West Virginia)</li> <li>Southern Conference (southern portion of Virginia)</li> </ul>
FEMA Region 4	<ul style="list-style-type: none"> <li>Indiana-Kentucky Conference (state of Kentucky)</li> <li>Southern Conference (state of North Carolina)</li> <li>Southeast Conferences (South Carolina, Atlanta, Alabama, Mississippi, Tennessee)</li> <li>Florida Conference</li> </ul>