



Title: Disaster Relief Coordinator, Grant-Funded Position

Reports to: Disaster Recovery Manager

Time Commitment: Part-time

20 hours/week that may include evenings and weekends

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Management has the right to assign or reassign duties and responsibilities at any time.

Purpose of Position:

Disaster Relief Coordinator, a grant-funded position, will support disaster recovery and the goals of the Baytown Area & Chambers County Disaster Recovery (BACC-DR) partnership. The role includes client intake, admin support, grant management and a high level of communication to all stakeholders, and coordination of relief efforts. You must be a self-starter, able to work flexible hours and be proactive to make the disaster relief efforts meaningful and cost-effective.

Specific duties may include:

- Provide support to the Disaster Recovery Manager to effectively administer the disaster relief program.
- Work directly with the Disaster Recovery Manager to begin the homeowners' process to disaster recovery: providing guidance to homeowners with Hurricane Harvey related home repairs, determine eligibility to participate in the program, collect and process relevant documentation, and collect and provide data to report to funders.
- Assist in recruiting and scheduling volunteers to include identifying skill sets, collecting waivers and tracking hours.
- Other responsibilities as assigned.

Experience:

- Minimum of two years' experience in nonprofit, human services or related field work preferred.
- Knowledge of and experience with client intake and volunteer management with strong demonstration of providing caring customer service preferred.
- Position requires strong verbal and written communication skills.
- Must have scheduling flexibility.
- Computer Skills: Proficient with Microsoft Office; technical and analytical skills, and ability to plan and manage multiple tasks, a plus.
- Energy and enthusiasm are a must.
- Must have valid driver's license and provide own transportation; must be able to lift a minimum of 20 pounds.

Education: Associates degree, preferred.

All employees are expected to participate in activities that help fulfill the mission and vision of United Way regardless of their role.

The information in this job description is designed to indicate the general nature and level of work performed by employees and does not list all duties of the specific job. You will be assigned other duties. This is not a contract for employment. This job description may be revised by your employer any time.



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My signature below indicates I have read and understand this job description and workplace competencies.

I understand this is a temporary position and that it will be reviewed every month to determine if there is still a need for it.

Employee Signature

Date

CEO Signature

Date
