



**Title:** Disaster Relief Coordinator, Grant-Funded Position

**Reports to:** CEO

**Time Commitment:** Full-time

40 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** The Disaster Relief Coordinator, a grant-funded position, will provide direct support to the Baytown Area & Chambers County Disaster Recovery (BACC-DR) partnership. The role includes admin support, a high level of communication to all stakeholders, recruiting and retaining volunteers, supervising AmeriCorps members and insuring that the coordination of relief efforts is done timely and effectively. 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 BACC-DR to include scheduling of board and workgroup meetings, taking minutes.
- Actively participate in assessing and reporting community needs to the board and workgroups.
- Collect, analyze utilize and report on different types of data.
- Assist with identifying, securing and managing a variety of support to include funding and in-kind donations.
- Manage volunteers to include identifying skill sets, tracking hours and scheduling.
- Provide frequent updates for to UWGBACC, BACC-DR, volunteers and the public.
- Engage UWGBACC team as appropriate.
- Be present and represent UWGBACC and BACC-DR at meetings and events related to community-wide relief efforts.
- Other responsibilities as assigned.

**Experience:**

- Minimum of three years' work experience with progressively increasing responsibilities in nonprofit, human services or related field, preferred.
- Knowledge of and experience with United Way and volunteer management, desired.
- Experience working with and providing leadership and support to volunteers and community leaders, preferred.
- Position requires strong verbal and written communication and customer service skills.
- Must have scheduling flexibility.
- Must be proficient with Microsoft Office; have strong technical and analytical skills, and ability to plan and manage multiple tasks a plus.
- Energy and enthusiasm are a must.
- Must have cell phone; valid driver's license and provide own transportation and auto insurance; must be able to lift a minimum of 20 pounds.

**Education:** Bachelor degree in Business, Communications or other related field 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.

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**

---