

LADRM Disaster Recovery Project Director

A detailed job description is listed below. If you have a location preference, please indicate that in your cover letter.

Position Description

Job Title: Disaster Recovery Specialist

Department/Area: Disaster Recovery Ministries

Reports to: Coordinator of Disaster Recovery Ministries

Direct Reports: None

Classification: Regular Full-time Exempt (This position is projected to be needed for 1 year)

Summary: This position allocates funds (direct assistance) to clients whose needs are brought to, and vetted by, Disaster Case Managers through the Unmet Needs tables of Long Term Recovery Groups.

Principal Duties or Tasks:

- To work with, and through, local Long Term Recovery Groups (LTRGs) and Unmet Needs Tables to equitably allocate resources for direct client assistance, and housing assistance, to address unmet recovery needs as identified, and vetted by, disaster case management.
- Contribute and/or provide leadership, as needed, to the coordination of service delivery through, and with, the LTRGs.
- Serve as a resource to the LTRG and/or Unmet Needs table for building greater coordination and effectiveness among the partner groups.
- Maintain financial records for all transactions.
- Prepare, and present, reports as needed or requested by the LADRM or its supporting partners in accordance with grant requirements.
- Meet regularly with the Coordinator of Disaster Recovery Ministries and local LADRM Recovery Site Coordinator.
- Provide other duties as identified, requested, or agreed upon, by the Conference CDR.

Qualifications:

- Prior experience with, or an understanding of, the role of Long Term Recovery Groups, and Unmet Needs Tables, within the framework of disaster recovery.
- Ability to work cooperatively with other agencies and entities.
- Ability to work in a team / committee environment.
- Ability to maintain both compassion and an objective view toward the needs of 2016 Flood survivors.
- Ability to maintain confidentiality.
- Organized, with a strong attention to detail.
- Strong written and verbal communication and presentation skills with the ability to present information individually, in small groups or in large sessions.
- Ability to consistently meet deadlines.
- Proficiency in MS Excel, MS Word, MS PowerPoint and MS Outlook.
- Four year college degree.