Title: Disaster Services Project Coordinator
Schedule: Regular, full-time
Division: Program
FLSA: Exempt
Working Group: Disaster Services
Reports to: Vice President - Disaster Services

Ministry Function
The Disaster Services (DS) Project Coordinator supports the ministry of Convoy of Hope by working directly with the Vice President of Disaster Services and multiple key leadership roles within DS. This position serves to support the overall operation by executing time-sensitive and long-term projects.

Essential Duties & Responsibilities
1. Works directly alongside the Vice President of DS and many other key leaders within DS by assisting with short- and long-term projects, digital platforms, mapping, and internal and external organizational communication.
2. During times of major response, acts as a support function as a part of the Disaster Operation Center.
3. Works with internal platforms to communicate DS activity out to the rest of the organization in an incredibly time-sensitive manner.
4. Assists with the development of training materials and external communication pieces.
5. Travels with and supports Disaster Engagement Church Trainings in the form of helping build presentations, scheduling, and ensuring seamless execution.
6. Be a fully trained and deployable asset, when needed, to U.S. and international responses.
7. When needed, will assist with the upkeep of U.S. Disaster Services equipment.
8. As a member of the DS team, supports other programs as assigned.
9. All other duties as assigned.

Required Knowledge, Skills & Abilities
1. Bachelor’s degree is preferred; high school diploma or equivalent is required.
2. Prior compassion ministry experiences are preferred.
3. Must have excellent hospitality skills and embrace the need for solid customer service internally and externally.
4. Excellent verbal and written communication skills for adequately conveying the work of Convoy of Hope to outside constituencies.
5. Ability to use a PC/Mac and software programs including but not limited to Microsoft Word, Excel, and Google Office.
6. If not already, must know and learn how to use Google Drive and Monday.com.
7. Strong organizational skills for handling several projects at one time.
8. Ability and willingness to travel as requested (25%-30%).
9. Team player who works well with internal teams and has a high emotional EQ.
10. Forklift certification (will train).
11. Clean driving record; preferably at least 25 years old to meet insurance requirements to drive Convoy vehicles.
12. Completion of the following NIMS courses within the first year of employment: 100, 200, 700, and 800.
13. Ability to work long hours, lift at least 60 pounds, and live and work in (at times) adverse conditions.
14. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
15. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
16. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization’s religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities**

May oversee interns or volunteers at the request of the Vice President of Disaster Services.

*Created: 7/19/2021*