



MINISTRY DESCRIPTION

Title: Disaster Services Project Coordinator

Schedule: Regular, full-time, temporary

Department: U.S. Disaster Services (USDS)

FLSA: Exempt

Reports to: Disaster Services Administrative Manager

Ministry Function

The Disaster Services Project Coordinator provides support to the Disaster Services team regarding administration, communications, data management, training, and other projects as assigned. This position serves an alternate role during responses and is considered to be fully deployable.

Essential Duties & Responsibilities

1. Serves as the frontline team member for receiving assigned Disaster Services calls.
2. Responds to Disaster Services information inquiries as assigned.
3. Prepares and/or coordinates the preparation of documentation as assigned, e.g., Communications requests, check requests, or outbound forms.
4. Assists with expense reporting, calendar scheduling, meeting planning, and team communications as assigned.
5. Assists both the Field Services and Partner Services teams as assigned.
6. During active responses, serves in the Disaster Operations Center or deploys as assigned.
7. Collects and reports response data as assigned.
8. Assists with preparation of training materials as assigned.
9. As a member of the U.S. Program team, supports other programs as assigned.

Required Knowledge, Skills & Abilities

1. High school diploma or equivalent is required.
2. 1+ year of office experience is required; additional church or compassion ministry experience is preferred.
3. Ability and willingness to deploy as required, often on short notice.
4. Ability to positively contribute to team projects, cooperate with team members, and assist supervisors with planning and evaluation.
5. Excellent interpersonal communication abilities, mediation skills, and tact are a must.
6. Excellent verbal and written communication skills for creating, editing, and proofreading correspondence.
7. Strong organizational and problem-solving skills, the ability to multi-task, be detail oriented, and manage deadlines.
8. Ability to use a PC and/or Mac software programs, including but not limited to Microsoft Office Suite and Google Business.
9. Must be 25 years old and able to obtain a Class E driver's license.
10. Willing to obtain ServSafe Manager Certification as requested.
11. Willing to obtain applicable Forklift Certification as requested.
12. Willing to obtain CPR/AED/Basic First Aid certification as requested.
13. Completion of required FEMA and NIMS courses as requested.
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

This position may have direct supervisory responsibilities of volunteers and/or staff.

Created: September 13, 2021