

Alabama Governor's Office of Volunteer Services

Alabama State Service Commission

Disaster Preparedness & Response Coordinator

POSITION TYPE: Full-Time, Appointed

LOCATION: Montgomery, AL

SCHEDULE: 8:00 am to 5:00 pm

PAY RANGE: \$47,839.20 - \$56,726.40

REPORTS TO: Disaster Preparedness & Response Division Chief

APPLICATION: Resume and Cover Letter

The **Disaster Preparedness & Response Coordinator** is a full-time appointed position with the State of Alabama in the Governor's Office of Volunteer Services (GOVS). This non-merit position is in Montgomery, AL and serves at the pleasure of the Governor. The position offers a competitive salary and state benefits including health insurance, retirement, and annual and sick leave.

The STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER. AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES BACKGROUND

The Governor's Office of Volunteer Services works to increase an ethic of service and volunteerism in the State of Alabama. This is done by developing and supporting a network of AmeriCorps State programs that places service members in organizations to expand their capacity to meet the state's greatest needs in such areas as education, health care, substance abuse, homelessness, and the environment.

As the lead agency for Volunteer and Donations Management (as written in the State's Emergency Operations Plan) and the State Voluntary Agency Liaison (VAL) to faith-based and voluntary agencies, the Governor's Office of Volunteer Services coordinates volunteer response and recovery efforts for survivors by leading in the management of spontaneous unaffiliated volunteers and large unsolicited donations, coordinating the role of voluntary organizations active in disaster (VOAD), helping local communities mobilize resources and develop long term recovery committees, and assisting communities in efficiently and effectively recovering from disasters.

POSITION: DISASTER PREPAREDNESS AND RESPONSE COORDINATOR

GOVS is seeking a highly motivated and creative self-starter with good time management skills who works well in a team environment. He/she must be solutions-orientated, have excellent communication (both written and verbal) skills, and proficiency with MS Office applications. Social Media Management experience highly desired. This position will assist the State Volunteer and Donations Coordinator with duties in the State's Emergency Operations Plan, serve as Secondary Emergency Management Coordinator (EMC) for the State's Emergency Operations Center, assist in all aspects of the Ready Alabama Preparedness Campaign, and other duties as assigned.

This position involves daytime travel and limited overnight travel. Individual may work extended shifts at the Emergency Operations Center, Clanton, AL during state activations. Individual may also report to a Joint Field Office during the response and recovery periods of a declared disaster.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and capacity to understand state and federal emergency management systems and procedures
- Knowledge of volunteer programs
- Ability to establish, develop and maintain effective working relationships with public and private organizations

- Ability to organize data into logical formats for presentations, reports, other written materials
- Knowledge and understanding of social media platforms, including Facebook, X, Instagram, YouTube
- Ability to solve complex problems effectively and independently
- Ability to work long hours under stressful conditions
- Ability to travel independently and on short notice utilizing both air and ground transportation

MINIMUM QUALIFICATIONS

- Disaster response/recovery experience preferred, but not required.
- Experience working with nonprofit organizations is preferred, including faith-based and other grassroots community organizations, and/or other social service sector organizations.
- Willing to work flexible hours and travel around the state. Some overnight travel required.
- Graduation from an accredited university with major coursework in a relevant field, such as communications, public relations/marketing, public administration, human resource development, organizational development, human resources, personnel administration, or education (in special cases equivalent work experience may be substituted for this requirement).

RESPONSIBILITIES

- Assist the State Volunteer and Donations Coordinator in duties outlined in the State's Emergency Operations Plan (EOP), Support Annex I – Volunteer and Donations Management.
- Serve as Secondary Emergency Management Coordinator (EMC) for the State's Emergency Operations Center (EOC), located in Clanton, Alabama, during state activation.
- Assist with annual organization and conducting of FEMA's G288 Local Volunteer and Donations Management Trainings and Volunteer Registration Center trainings to local officials and voluntary agencies.
- Assist DP&R Division Chief with development, maintenance, and support of local and state Voluntary Organizations Active in Disaster (VOAD) groups and Long-Term Recovery groups.
- Assist in providing technical support to local Community Emergency Response Team (CERT) programs.
- Assist in all aspects of the Ready Alabama Preparedness Campaign to include: website maintenance, social media, preparedness events, and other special initiatives developed under the Ready Alabama campaign.
- Complete other duties as assigned by the GOVS Director or Disaster Preparedness & Response Division Chief.

If you are interested, please send a cover letter and resume to:

E-Mail: Info@ServeAlabama.gov

Subject Line: Disaster Preparedness and Response Coordinator

Mail:

Attn: Selena Hardy, Disaster Preparedness and Response Division Chief
 Governor's Office of Volunteer Services
 400 South Union Street, Suite 395
 Montgomery, AL 36104

Closing Date: Open until filled