

South Georgia Annual Conference Position Description

Job Title:	Coordinator of Disaster Recovery Ministries
Department/Area:	Connectional Ministries
Reports to:	Director of Connectional Ministries
Direct Reports:	Volunteer Coordinators, Case Managers, and others as needed
Classification:	Regular Full-time Exempt (Note: This position is a grant-based position and will end with the end of the grant)
Salary:	\$60,000 plus benefits

Summary:

The Coordinator of Disaster Recovery Ministries oversees the Conference's disaster recovery efforts (the "Recovery Program") as they relate to DISASTER. Such recovery efforts encompass ministries of case management, reconstruction, and spiritual care to ensure a holistic and balanced approach to aid in the recovery of disaster-affected individuals, families and households.

Principal Duties or Tasks:

- Recruits, trains, develops and evaluates staff
- Plans, directs, coordinates and supervises the work activities of staff
- Interprets, explains and enforces existing Conference forms, policies and procedures
- Researches and develops new forms, policies, procedures related to the Recovery Program
- Assists in the coordination, planning and development of a Recovery Program strategic plan
- Develops performance measures, goals and objectives and performance expectations
- Reviews weekly reports and activities of staff
- Meets regularly with staff to identify and resolve problems and monitor the effectiveness of service delivery
- Develops a memorandum of understanding (MOU) between the Conference and recovery site churches
- Monitors, analyzes and reports budgetary and other key metrics to the Director of Connectional Ministries
- Prepares grant reports in accordance with grant requirements
- Assesses and monitors workload, administrative and support systems
- Develops an accurate inventory of assets and properties involved in the MOU
- Reviews and evaluates work production methods and procedures
- Works with staff to develop short and long term goals relative to the recovery process
- Responds to and resolves sensitive inquiries and complaints through investigation and conflict resolution
- Supports and provides input for the public dissemination of Recovery Program information
- Performs other duties and responsibilities as directed by the Director of Connectional Ministries

Qualifications:

- Prior experience in managing the operations, services and activities of a recovery or relief project
- Ability to organize, coordinate and manage multiple priorities and projects
- Ability to build, maintain and develop professional and support staff
- Proficiency in MS Excel, MS Word, MS PowerPoint and MS Outlook
- Ability to work cooperatively with other agencies and entities
- Strong attention to accuracy and completeness
- Four year college degree
- Ability to organize, coordinate and review the work of staff
- Strong written and verbal communication and presentation skills with the ability to present information individually, in small groups or in large sessions
- Ability to compassionately communicate with and assist survivors
- Ability to consistently meet deadlines
- Ability to work in a team/committee environment
- Experience in volunteer management or related skills preferred