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Disaster Program Specialist

📍 Arcadia, CA

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🕒 Posted 4 Days Ago

📄 Full time

📄 RC8573

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By joining the American Red Cross you will touch millions of lives every year and experience the greatness of the human spirit at its best. Are you ready to be part of the world's largest humanitarian network?

Job Description:

As an employee at the American Red Cross, you could be on the front lines making a positive impact in our community. You could provide your services directly to the American public and support the volunteers who do. Join our non-profit organization, where your heart and mind go to work!

We are currently seeking a Disaster Program Specialist to work primarily in our Arcadia, CA location with a primary focus on the communities in the San Gabriel and Pomona Valleys. This is a full-time position.

Job Summary:

Responsible for the implementation of the disaster services program in the East territory of the Los Angeles Region. The Specialist will support a primarily volunteer team responsible for the implementation of disaster preparedness, response, and recovery. Ensures the development of Disaster Leadership Volunteers in each of the program support functional areas of the disaster cycle in order to meet the needs of the territory and region. Responsible for local preparation, response and recovery management as well as interface with community and government partners. This position reports directly to the Disaster Program Manager. This position works closely with program support functions at the regional level.

Responsibilities:

About Us



As one of the nation's premier humanitarian organizations, the American Red Cross is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. We depend on the many generous contributions of time, blood, and money from the American public to support our life-saving services and programs.

At the American Red Cross, you will enjoy a collaborative work culture committed to the diversity of our people, programs, and services. We need people who want to contribute their individual talents to help their neighbors locally, across the country, and around the world. Whether you're a recent graduate or an experienced professional, if you share our passion for helping people, join us in for a rewarding and challenging career opportunity that support our mission.

responsibilities.

1. Program Service Development & Support: Facilitates in and supports the development and implementation of strategies, initiatives, tools, plans, processes and procedures within a functional area, or oversees the full disaster cycle, through the development of volunteer leadership. Analyzes opportunities for improved program service and recommends to DPM for implementation.

Functional areas may include: Mass Care, Client Casework, Health & Mental Health Services, Logistics, Information Management & Situational Awareness, Partnerships & Emergency Management, Workforce Development, Preparedness, General Volunteer Support & Engagement, or Home Fire Campaign.

If providing full-cycle management, the DPS will manage the implementation of the disaster services program in an assigned geographic territory that is a sub-territory of the supervising DPM's jurisdiction. The DPS will accomplish this through the support, development and operational guidance of a team of trained volunteer leaders, volunteers, and partners that will stand ready to deliver the services of disaster preparedness, response, and recovery programs in the assigned sub-territory.

Implements assigned programs or services to meet the programmatic goals of DCS within the region.

This position operates as part of a regional Disaster Cycle Services team and may be called to support local preparation, response and recovery activities as well as maintaining government partnerships with assigned territory. Additionally, the DPS assists with a broader division and national network of disaster responders and will be asked to help with deployments and relief operation activity outside their immediate region. This may include physical deployment to impacted communities.

2. Volunteer Program Management, Engagement and Support: Engages and develops a primarily volunteer team responsible for the implementation of disaster preparedness, response, and recovery programs in the local area. Ensures the development of Disaster Leadership Volunteers in each of the assigned program support functional areas of the disaster cycle in order to meet the needs of the assigned geography.

3. Local Planning, Training Development, Community Outreach: Develops and participates in local planning and exercises. Develops and conducts training, including exercises called by local partners Volunteer Organizations Active in Disaster, Emergency Management Agencies and Local Emergency Planning Committees (VOADs, EMAs and LEPCs). May evaluate and report effectiveness of program or service. Prepares recommendations for continuous improvement.

Serves as the Red Cross thought leader as needed with local level with government and other agencies and organizations involved in disaster. Key representative of Red Cross in the community, interfacing with local officials and developing plans with community leaders. Ensures activities are in compliance with regional and national procedures and policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

Qualifications:

Education: Bachelor's degree or equivalent combination of education and experience.

Experience: Minimum of 3-5 years' experience with social services or service/program delivery. Ability to coordinate staff and volunteer activities. Ability to interpret program trends, results, and related data to formulate recommendations. Ability to manage multiple priorities with strong skills in planning and problem solving.

Management Experience: Minimum of 6 months to one year supervisory experience preferred.

Skills and Abilities: Excellent interpersonal, verbal and written communication skills. Develops project plans & budgets. Demonstrates in-depth knowledge of program or service. Demonstrated ability in creating presentations and developing training modules. Develops strategies to achieve organizational goals. Demonstrated analytical and decision-making skills to develop creative processes for continuous program or service improvements. Demonstrated analytical and decision-making skills to develop creative processes for continuous program or service improvements. Proven track record of collaboration, facilitation, problem solving, marketing, leadership, and partnership management. Additionally, this position requires ability for planning, public speaking, project management and process improvement. Individual must be customer oriented, organized, and able to operate with an orientation toward solutions with an external focus, and team orientation.

Other: Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook. Familiarity with federal, state, and local employment laws.

Must be able to perform all assigned responsibilities under "grey sky" requirements. This position is also responsible for ensuring that all American Red Cross finance policies and procedures are followed as related to the scope of work activity. All full time disaster employees must be willing and able to be deployed, as needed.

Travel: May involve travel

Other Requirements: Upon employment, must be able to learn and become proficient in:

ARC programs and procedures

Volunteer Management

Financial Management

Cultural Competency

Emergency Management Practices
Community
Government
Partnerships
Supply chain and warehousing
Disaster technical expertise

Essential Functions/Physical Requirements:

Depending on work assignment, may require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information. Overall mobility is essential. May include sitting for long periods of time, driving a vehicle and working under challenging conditions.

Work Conditions:

Work is performed indoors with some potential for exposure to safety and health hazards related to emergency services relief work. May travel and participate in meetings and conferences throughout chapter jurisdiction, state and Red Cross system. Because the Red Cross is a disaster response organization, staff may be asked to be on 24-hour call during period of major disaster.

This position is an exposure determination 0 in view of the fact that normal work involves no exposure to blood or blood components and/or human body fluids or tissue samples as a result of splashes, spills, and/or needlesticks or performance of or assistance in first aid.

Apply now! Joining our team will provide you with the opportunity to make a difference every day.

The American Red Cross is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

The American Red Cross is a diverse nonprofit organization offering its employee's professional development and growth opportunities, a competitive salary, comprehensive benefits, and a collaborative team spirit environment. To be considered for this position, please visit www.redcross.org/jobs to apply.

To view the EEOC Summary of Rights, click here: [Summary of Rights](#).

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