

Job Description: Emergency Preparedness Coordinator

Position Summary: If you're an outgoing and motivated person, as well as passionate about emergency preparedness and working with volunteers, consider joining Volunteer Alexandria as the **Emergency Preparedness (EP) Coordinator**. Volunteer Alexandria is an Alexandria based nonprofit that connects people interested in volunteering with community needs. The EP Coordinator is responsible for recruitment and management of spontaneous unaffiliated volunteers and educates the public on how to be prepared for emergencies. The EP Coordinator provides overall direction for VolALX's EP program ensuring high-quality, culturally sensitive services to the public. Bilingual candidates preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Serve as primary point of contact for Emergency Volunteer Services.
- Create and conduct residents' education on general preparedness during various community events, and/or virtual and at least twice a month across the City of Alexandria.
- Create/revise education materials and presentations and conduct targeted outreach to the non-English speakers, vulnerable population, seniors, and youth across the City of Alexandria.
- Conduct outreach and presentations to faith-based groups, schools, businesses, and nonprofits at least twice a month to coordinate emergency volunteer recruitment and to raise public awareness in –person and/or virtually.
- Create an 11-month-long training program for the Volunteer Reception Center (VRC).
- Recruit, train, and retain a minimum of 30 volunteers annually to help manage the VRC, and 10 to manage the donations.
- Recruit, train and manage volunteers for the Snow Buddies Program during winter as well as the food distribution in case of snow. Match at least one volunteer per two residents.
- Participate in functional VRC trainings and statewide exercises in conjunction with the City of Alexandria.
- Train VolALX staff in VRC design and operation as well as Continuity of Operations Plans (COOPs).
- Update the VRC Standard Operating Procedures (SOP) and the Donations Management Plan.
- Maintain database of emergency volunteers and their skills.
- Work with social media volunteer to promote activities and events on a weekly basis and create content for website.
- Develop monthly reports for OEM.
- Provide articles for monthly newsletter and occasionally for the local newspapers.
- Assist with day-to-day operations of Volunteer Alexandria as needed.

Knowledge, Skills and Abilities:

- A Bachelor's degree from an accredited college or university.
- Experience in adult education, project management, and/or emergency management required.
- Experience in volunteer recruitment and management required.
- Certification and/or experience in the following areas is preferred: emergency planning, emergency department, emergency medical services, risk management, hazardous materials management.
- Knowledge of Incident Command System, National Integrated Management System, and the all-hazards approach to emergency management or the willingness to complete training in these areas within 3 days of employment.
- Ability to comprehend, interpret, and apply regulations, procedures, and related emergency management information.
- Ability to establish and maintain effective working relationships with associates, public officials, and community groups.
- Be able to work in a small team environment, have a positive and enthusiastic attitude, and have demonstrated the ability to conduct independent research and problem-solving.
- Candidate should have experience in managing projects and have a proven track record in supporting clients and delivering high quality work in a timely manner.
- Strong leadership skills, interpersonal skills, consensus building skills.
- Ability to speak at public events representing Volunteer Alexandria.
- Strong organizational, written communication skills.
- Strong knowledge of Microsoft Office software especially Word and Excel, and Outlook.
- Ability to work evening/weekends and flex hours.
- Bi-lingual candidates (Spanish-English) preferred.
- Committed to Volunteer Alexandria's mission.
- A sense of humor and a positive attitude.

This is a part-time position (30 hrs. per week) that can become a full-time position. Please send cover letter, resume including salary expectations, and three references to Volunteer Alexandria, mbrunken@volunteeralexandria.org.