



Volunteer Alexandria  
GLOBAL NETWORK AFFILIATE

## 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. This position reports directly to the Civic Engagement Manager and partners with the Volunteer Coordinator. The EP Coordinator provides overall direction for VolAlex'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, citizen and nonprofit organizations at least twice a month to coordinate emergency volunteer recruitment and to raise public awareness in –person and/or virtually.
- Create and conduct a series of in-person and virtual trainings and exercises for new and existing volunteers to improve Volunteer Alexandria's capability to support city's efforts. Train a minimum of 50 individuals per quarter and a total of 200 individuals.
- Recruit, train, and retain a minimum of 30 volunteers annually to help manage the VRC.
- Recruit, train, and retain a minimum of 15 volunteers annually to help manage the donations.
- Manage the Snow Buddies Program during winter as well as the food distribution in case of snow.
- Assist OEM with providing CERT classes through recruitment, management of volunteers, attendance and confirmation of participation of each individual. Participate at some classes and assist with the final exercise.
- Participate in tabletop exercises, functional VRC trainings and exercises, and statewide exercises in conjunction with the City of Alexandria.
- Train Volunteer Alexandria staff in Volunteer Reception Centers' design and operation as well as Continuity of Operations Plans (COOPs).
- Update the VRC Standard Operating Procedures (SOP) and provide training to staff and volunteers once a year.
- Update Donations Management Plan and provide training to staff and volunteers once a year.
- Maintain database of emergency volunteers and their skills.
- Work with social media volunteer to promote activities and events on social media outlets on a weekly basis and create content for Volunteer Alexandria's website.
- Develop monthly and quarterly reports for OEM.
- Prepare reports and provide articles for monthly newsletter. Prepare articles 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 civic 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 on 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, networked printing and internet, Outlook, and Adobe Acrobat.
- 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). Please send cover letter, resume including salary expectations, and three references to Volunteer Alexandria, [mbrunken@volunteerallexandria.org](mailto:mbrunken@volunteerallexandria.org).