

# **South Carolina Conference Disaster Response Coordinator**

**Job Category: Exempt, full-time**

**Reports To: Director of Connectional Ministries**

**Travel Required: Moderate to extensive**

## **ROLE AND RESPONSIBILITIES**

**Purpose:** Plans, organizes and supervises early readiness, response and recovery efforts related to disasters occurring in the South Carolina Conference and ensuring that there are sufficient financial and volunteer resources to carry out the readiness, relief, and recovery ministries and to safely and efficiently meet Conference goals.

The CDRC reports directly to the Director of Connectional Ministries, and also keeps the Bishop, the Cabinet, Conference Communications, and Administrative Ministries apprised of significant disaster response business. The CDRC is responsible for directing strategy, budget and supervising staff for the SC Conference Disaster Response Ministry (DRM) to provide outstanding service to those impacted by disasters in the Conference, meet all goals and work collaboratively with other disaster readiness, response, and recovery agencies.

## **PRIMARY TASKS AND RESPONSIBILITIES**

- Serves as the point of contact for coordinating disaster preparedness, response, and recovery efforts for the South Carolina Conference
- Serves as the chair of the Conference Disaster Response Ministry Committee
- Develops and communicates a comprehensive and documented plan of action for disaster response including readiness/preparation, early response, long-term recovery and review/mitigation
- Coordinates with administrative assistant, Conference ERT Coordinator and District ERT Coordinators, UMVIM Coordinator, and other members of the DRM team
- Represents the Conference on the State Voluntary Organizations Active in Disasters (VOAD) and in other interactions between VOAD partners
- Engages with state emergency management officials pertaining to natural disaster and homeland security activities
- Evaluates and refines strategies, practices, achievements and challenges and communicates changes and recommendations to the Conference Disaster Response Ministries Team
- Facilitates communication and builds community awareness regarding disaster preparedness, response, and recovery both within the Conference and with external partners and potential partners working with the Communications Department of the Conference
- Supports development of electronic and print material for distribution to churches, districts, and the Conference to provide training or training opportunities within the Conference
- Works with District Superintendents and clergy to identify and recruit District Disaster Response Coordinators
- Trains and maintains regular communication with District Response Coordinators

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- A minimum of bachelor's degree required
- Management experience
- Ability to organize, coordinate, and manage multiple priorities and projects

## **PREFERRED SKILLS**

- Effective oral and written communication skills
- Hosting virtual meetings
- Teaching and training
- Teambuilding

## **ADDITIONAL NOTES**

- This position requires evening and weekend work as well as overnight and some airline travel.

## **TECHNICAL AND PHYSICAL REQUIREMENTS**

- This section describes the job's requirements for operating office equipment, working conditions that may cause discomfort and exerting physical effort.
  - Types of Office Equipment Operated: Laptop, cell phone, printer, LCD projector, portable screen, speakers – 30 percent of time.
  - Working Conditions: Extended driving time in all weather, morning, afternoon and evening – 30 percent of time.
  - Physical Requirements: Operating equipment, carrying equipment, heavy lifting, climbing, and maintaining trailers – 30 percent of time.