

Easy Does It Emergency Services

Disaster Preparedness Coordinator 2018

Position: Disaster Preparedness Coordinator
Hours: 20 hours/week, Flexible hours, occasional weekends and evenings required
Term: This is a 1-year position with possibility of continuing depending on funding
Salary: \$19.00/hour, non-exempt
Supervisor: Executive Director with Program Director as the point of contact
Benefits: Paid Sick Leave, Paid Holidays
Final Filing Date: July 13, 2018

Easy Does It is an equal opportunity employer. Qualified people with disabilities are encouraged to apply. All employment positions are open to all members of the community, without regard to race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, gender identity, economic status, or disability.

Background of the Organization

Easy Does It Emergency Services is a 501c(3) that provides assistance to individuals with disabilities and the elderly with disabilities living independently in the City of Berkeley. Should a disabled or elderly person experience an unforeseen crisis or a temporary lapse in his or her own regular care, that person can call upon Easy Does It for assistance at the time of need. We are available 24 hours a day for emergency attendant care, wheelchair accessible transportation, and wheelchair adjustments. Please visit our website for more information: www.easydoesitservices.org

Job Description

Easy Does It obtained a one-year grant from Christopher and Dana Reeve Foundation to do home based one on one disaster preparedness training for people with physical disabilities and their caregivers primarily in Berkeley and surrounding cities. The ideal candidate will be passionate about providing disaster preparedness training to people with disabilities. They will have some experience in facilitating trainings and have knowledge about basic disaster preparedness. They will already have some knowledge of specific emergency preparedness issues for people with disabilities and their caregivers or be eager to learn. Ideally they will have worked with people with disabilities and have knowledge of the independent living movement. This position interacts with the public on an ongoing basis and should be willing to work weekends and evenings as needed. You should be able to work independently with little or no supervision. They will interact professionally with other staff at all times. They should have strong written and verbal communication skills, strong decision making ability and attention to detail are equally important.

Responsibilities

1. Develop and provide home-based disaster preparedness training to people with disabilities and their caregivers.
2. Develop disaster preparedness materials tailored specifically for people with disabilities and their caregivers
3. Assemble and disseminate emergency preparedness kits and information packets
4. Be courteous and professional while interfacing with public in person and on phone
5. Coordinate with outreach coordinator to promote program and identify program participants
6. Assemble and disseminate disaster preparedness information packets
7. Assist in planning of disaster preparedness events
8. Attend city and county and other agency sponsored disaster preparedness meetings, trainings and drills
9. Schedule and coordinate staff to do home assessment and preparation for emergencies.
10. Provide back-up office assistance including answering phones, receiving visitors and general office support
11. Liaison and collaborate with Office of Emergency Services and other agencies and individuals on program development
12. Supervise and manage volunteers as needed
13. Develop and maintain recordkeeping system to track program participants, workshops and home preparation activities
14. Turn in all paperwork on time and accurate including timesheets
15. Follow all Easy Does It policies and procedures
16. Other Administrative duties as assigned

Required Qualifications

1. At least one year experience in an office environment with a high level of professionalism
2. Knowledge and experience of disaster preparedness activities
3. Computer proficiency in PC usage and Microsoft Office applications, and Google docs. Knowledge and use of Adobe software products a plus
4. Should be familiar with Sales Force and Constant Contact
5. Excellent written, oral, and interpersonal communication skills
6. Ability to work both independently and with others as part of a team
7. Very organized and have the ability to prioritize and complete tasks in a timely manner
8. Acute attention to detail
9. Multi-tasking and initiative; MUST be a self-starter
10. Sensitive to disability and personal care concerns and issues
11. Ability to revise/create office forms
12. MUST maintain confidentiality of all inter-office information
13. Regular and consistent on-time attendance

14. Ability to remain fragrance-free

Highly Desired Qualifications

1. Knowledge of the Disability and Independent Living Movement
2. Knowledge of disability and personal care concerns and issues
3. Experience in a non-profit setting
4. Language proficiency in non-English languages

Background check required including Department of Justice fingerprinting.

To Apply: Please submit a cover letter and resume to
nikki@easydoesitservices.org

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