Sonoma County COAD Director
Santa Rosa, CA • COAD Board of Directors

Description
Job DescriptionSonoma County Community Organizations Active in Disaster (COAD)Sonoma County COAD Director

Job Title: Sonoma County COAD Director
Salary Level: $60k - $65k
Department: COAD
Location: Ste 204, ROC center
Reports to: COAD Board of Directors and ED of CAP
Exempt: Yes
Date: 4/28/2020

Position Summary:
The Sonoma County COAD Director will work with the COAD Executive Committee to facilitate communication, collaboration, cooperation, and coordination among organizations working on disaster preparedness, response and recovery in Sonoma County.

The Director will interface and build relationships with nonprofits, faith based organizations, social service groups, private sector businesses and other agencies active in preparedness, response and recovery. The Director will work to minimize duplication of services and efforts, and build opportunities for collaboration amongst all groups. The COAD Director will also seek to strengthen resources and support to build these partnerships throughout the county.

Reporting Relationship:
The Sonoma County COAD Director reports to the COAD Board of Directors and the Executive Director for Community Action Partnership. This position directly supervises: ROC Resource Center administrative staff.
Community Action Partnership is the fiscal sponsor for this position.

Requirements
Job Responsibilities:

- Promote the growth and development of Sonoma County COAD.
- Working with the Executive Committee and, in some cases, consultants, to provide program management to accomplish creation of a 2 year strategic plan, COAD activation plan, COAD website, online document sharing and other resources and tools to support sustainability.
- Provide ongoing technical assistance to the COAD, such as: plan meetings, develop agendas, facilitate meetings and trainings, update bylaws and other formal documents, increase membership
- Engage with community partners to identify and address ongoing needs related to disaster relief, recovery and preparedness throughout Sonoma County
• Work with organizations that serve people with access and functional needs to ensure equitable treatment before, during and after a disaster.

In partnership with the COAD Executive Committee, provide administrative and strategic oversight of the Emergency Preparedness: Capacity Building for Nonprofits program, including:

• Identify and oversee a strong network of nonprofit partners who will mobilize to serve the community collaboratively immediately following a disaster
• Coordinate the hiring and oversight of an expert consultant who will provide technical assistance to nonprofits to develop tailored Emergency Operation Plans (EOP), Continuity of Operations Plans (COOP) and a countywide activation plan.
• Provide administrative oversight for all aspects of development of the EOP’s and COOP’s
• Coordinate the evaluation of the Emergency Preparedness capacity building program
• Act as liaison between the COAD and the funding partners responsible for outcomes outlined in the Emergency Preparedness program

Resource identification and development:

• Seek additional funding support as needed to accomplish the goals and objectives of COAD.
• Work with governmental partners to coordinate human and material resources and messaging in times of disaster.
• Assist with local campaigns, speaking and advocating on community issues.
• Work closely with the county and city Office of Emergency Services and Health and Human Services to identify needs, resources, and shared actions.

Data Management:

• Collect and report data on COAD activities.
• Manage and assist in updating Member Resource Directory and COAD Disaster Member Services.
• Manage reporting requirements for all grants.

Direct COAD during a disaster:

• Act as liaison with the Emergency Operations Center, potentially embedding with the EOC during disaster
• Provide ongoing, real-time updates to the COAD from the EOC
• Oversee the implementation of the activation plan, acting as point-person for coordination of COAD during a disaster
• Communicate with press, elected officials, funders, etc. to coordinate and align efforts

Budget:

• Work with the CAP Sonoma fiscal team to create, modify and monitor the COAD budget as needed.

Essential Functions/ Key Competencies:

• Excellent communication skills
• Excellent project management skills
• Strong logistical organization skills
• Ability to work independently with minimal direction
• Ability to solve problems and think creatively
• Self-directed with sharp attention to detail
• Self-motivated and have the initiative to take on projects with minimal supervision in timely manner
• Sensibility and sensitivity to understand and effectively communicate the needs of low-income and working-class communities, especially the Latino community, with different City and County agencies, local businesses, neighborhood stakeholders and other constituents
• Ability to work within a close-knit team environment
• Commitment to social justice and community organizing principles

Education and/or Experience:

• BA or BS required.
• Project management experience required
• Demonstrated experience in effective project management required
• Demonstrated experience in community organizing, bringing together a variety of stakeholders for collaboration to solve common problems facing the community preferred
• Demonstrated experience in curriculum development and project facilitation preferred
• Experience working in disaster preparedness and response environments is preferred

Language Skills:

• Excellent interpersonal skills including but not limited to: verbal and written communication, public speaking and conflict mediation
• Bilingual in Spanish preferred
• Effective public speaker, being able to communicate clearly and persuasively in front of large audiences
• Be able to listen and respond quickly/thoughtfully during public forums

Computer Skills:

• Proficiency in Microsoft software programs (i.e., Excel, Word and Powerpoint) and Internet usage.
• Understanding of collaboration platforms such as Google Documents and Google Drive

Physical Requirements:
Employee may be required to help move small items less than 20 lbs. Employee must have the ability to work flexible hours when needed. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

• Please apply at: https://www.capsonoma.org/careers/
• Please attach a resume, cover letter and provide 3 reference letters.

Equal Opportunity Employer:
All persons are entitled to equal opportunity and personnel or management decisions should be based on merit, qualifications, and the needs of the position, and that the best qualified applicant or
employee should be selected. The organization does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.