

Job Title: Disaster Program Specialist

Area of Interest: Volunteer Services  
Disaster Response/Relief  
Program Management  
Emergency Preparedness

Job Description: At the Red Cross, there is no such thing as a small disaster. In every single case it is the Red Cross' mission to help people affected by disaster meet their emergency needs that include shelter, food, clothing, and health and mental health services. As a paid staff member, you will support our loyal Red Cross disaster volunteers who serve selflessly to provide a bridge of assistance until individuals and families can resume a normal life.

Our disaster volunteers are the heart and soul of our mission to respond to emergencies and provide relief to victims of disasters. They serve in a number of capacities, including Disaster Action Team Member, Disaster Assessment, Caseworker, Mass Care Feeding, Emergency Response Vehicle (ERV) Driver, Shelter Manager/Staff, Disaster Health Services and Disaster Mental Health.

**We are currently seeking a Disaster Program Specialist to work in our Houston, TX office. This is a Full Time position working 8:00AM-5:00PM, Monday – Friday including evenings and weekends, based on business need.**

The Disaster Program Specialist is responsible for the implementation of the disaster services program in an assigned geographic territory. The territory is based on the regional configuration. Leads and manages a primarily volunteer team responsible for the implementation of disaster preparedness, response, and recovery programs in the local area. The Disaster Program Specialist ensures the development of Disaster Leadership Volunteers in each of the program support functional areas of the disaster cycle in order to meet the needs of the territory, region, state and division. The Disaster Program Specialist operates as a part of the Disaster Management Cycle processes. The Disaster Program Specialist is responsible for local preparation, response and recovery management as well as management of government partnerships with assigned territory. Drivers for this work include the number of municipalities within its coverage area, the amount and complexity of program activity, presence of significant grant funding, geography, risk, population, frequency of events, and regional structure. Performs these functions according to the guidance provided by the Disaster Program Manager; team leadership is provided by the Disaster Program Manager. This position reports directly to the Disaster Program Manager and may have a dotted line to Community Exec (s) in the territory they cover. This position may have dotted line supervision to program support functions within the Region and/or may also serve as a program support function lead within the Region. This position works closely with, is supported by and receives technical guidance from program support functions at the regional level.

Some Responsibilities:

- Act in a facilitative leader role across the disaster cycle: the Red Cross will align with government and work to enable the entire community to participate in all phases of the disaster cycle by shifting from being not only a provider of direct services but also a facilitative leader.
- Within scope of position, represents the entire disaster cycle of preparedness, response and recovery.
- Mobilizes the local community to prepare for, respond to and recover from emergencies. Meets the needs and expectations of clients and stakeholders. Develops human and material resources (volunteers, partners, community agencies, shelter and vendor

agreements etc) to ensure the full cycle of disaster services is delivered.

The Disaster Program Specialist will also be:

- Support and build Mass Care, increase responses through education of community about our services, organize the Home Fire Campaign

**If this sounds like the kind of opportunity that you've been waiting for, please visit our website at:**

**[www.americanredcross.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=56981](http://www.americanredcross.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=56981)**

The American Red Cross is a nonprofit organization that offers employees growth and development, team spirit, competitive salaries and a comprehensive benefits package.

**The American Red Cross is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.**

Qualifications:

**Education: Bachelor's degree or equivalent combination of education and experience.**

**Experience: Minimum of 3-5 years experience with social services or service/program delivery. Ability to coordinate staff and volunteer activities. Ability to interpret program trends, results, and related data to formulate recommendations. Ability to manage multiple priorities with strong skills in planning and problem solving.**

**Management Experience: Minimum of 6 months to one year supervisory experience preferred.**

Skills and Abilities: Excellent interpersonal, verbal and written communication skills. Develops project plans & budgets. Demonstrates in-depth knowledge of program or service. Demonstrated ability in creating presentations and developing training modules. Develops strategies to achieve organizational goals. Demonstrated analytical and decision-making skills to develop creative processes for continuous program or service improvements. Demonstrated analytical and decision-making skills to develop creative processes for continuous program or service improvements. Proven track record of collaboration, facilitation, problem solving, marketing, leadership, and partnership management. Additionally, this position requires ability for planning, public speaking, project management and process improvement. Individual must be customer oriented, organized, and able to operate with an orientation toward solutions with an external focus, and team orientation.

Other: Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook. Familiarity with federal, state, and local employment laws. Must be able to perform all assigned responsibilities under "grey sky" requirements. This position is also responsible for ensuring that all American Red Cross finance policies and procedures are followed as related to the scope of work activity. All full time disaster employees must be willing and able to be deployed, as needed. Upon employment, must be able to learn and become proficient in: ARC programs and procedures, Volunteer Management, Financial Management, Cultural Competency, Emergency Management Practices, Community, Government, Partnerships, Supply chain and warehousing, Disaster technical expertise.

Travel: May involve travel

Job Type: This position can be filled by an employee or a volunteer

Requisition Number: CHAP56981  
Business Unit: CHAP - Southwest & Rocky Mountain Div  
Country: United States  
State/Province: Texas  
City: Houston  
Full Time / Part Time: Full Time  
Shift: 1st - First Shift  
Work Schedule: 8am-5pm  
Percentage of Travel:  
Relocation Eligibility: No