

Job Title: Regional Preparedness Manager

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

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 Regional Preparedness Manager to work in our Houston, TX office. This is a Full Time position working 8AM-5PM, Monday – Friday including some evenings and weekends, based on need.

The Regional Preparedness Manager serves as the lead functional expert in a Red Cross Region for Individual and Community Preparedness and Resilience. Tailoring national program offerings for the Region and communities within the Region, providing technical expertise, and leading local implementation of preparedness and resilience offerings, this position works through regional employees and volunteers to build prepared and resilient communities.

Some Responsibilities:

- With the entire disaster team, prepare the communities within the Region for disasters so that people suffer less, help their neighbors more, and bounce back faster after an event.
- Within scope of function, represents the entire disaster cycle of preparedness, response, and recovery.
- Ensures American Red Cross services are available to diverse communities.

Some other responsibilities:

- Develop a plan to engage businesses in the ready rating program, manage the Home Fire Campaign, and engage new partners in preparedness.

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=56983

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 5-7 years experience with social services or service/program delivery, and providing leadership to a department, program or service. Demonstrated experience in coordinating 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. Ability to relate well and effectively with diverse groups and individuals.

Management Experience: Minimum of 3-5 years staff supervisory experience required.

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. Proven track record of collaboration, facilitation, problem solving, marketing, leadership, and partnership management. Additionally, 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 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 employees in the disaster cycle must be willing and able to be deployed, as needed.

Travel: May involve travel

Other Requirements: After employment, this position requires familiarity with the following specific areas of knowledge:

- * ARC programs and procedures
- * Volunteer Management
- * Financial Management
- * Cultural Competency
- * Emergency Management Practices
- * Adult Education
- * Complex Systems
- * Community
- * Government
- * Partnerships
- * Disaster technical expertise

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

Requisition
Number:

CHAP56983

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
Relocation Eligibility: No