

Recovery Coordinator –Position Description

POSITION TITLE: Recovery Coordinator for New Covenant Presbytery

PURPOSE: To guide, direct and coordinate the Presbytery's disaster rebuilding, recovery, and response efforts (in partnership with New Covenant Presbytery, Presbyterian Disaster Assistance, interfaith recovery organizations and other recovery organizations) within the bounds of New Covenant Presbytery, its members, constituent churches, and communities, as needed.

ACCOUNTABILITY: The Recovery Coordinator is accountable to the Disaster Recovery Commission of New Covenant Presbytery. A specific Commission member will carry out week-to-week supervision of the employee.

DUTIES & RESPONSIBILITIES

1. Serve as a liaison between work teams, PDA host sites, PDA call site and churches of the Presbytery of New Covenant, including:
 - a. Communication with interested group leaders
 - b. Placing groups in either church housing or steering them to PDA host sites
 - c. Sending/receiving paperwork, surveys, forms, etc.
2. Work in partnership with other community and faith based organizations in the bounds of New Covenant involved in rebuilding to coordinate the most effective use of Presbytery resources included donated funds, volunteers and materials for hurricane recovery and rebuilding.
3. In coordination with New Covenant Presbytery, Presbyterian Disaster Assistance and local partners provide the following:
 - a. Work with host sites to insure team oversight, management and coordination and communication.
 - b. Coordination of construction and rebuilding case management and other screening of needs.
 - c. Represent the Presbytery at various meetings involved in the recovery effort, including regional and state VOAD
4. Communicate with churches for the purpose of mission interpretation, inspiration and funds development.
5. Assist the Disaster Recovery Commission with coordinating efforts for funding:
materials, meals, and other needs for mission work to be accomplished.
6. Other tasks assigned by the Recovery Commission.

RELATIONSHIPS: The Recovery Coordinator will serve as a temporary member of the Presbytery staff, funded by a PDA grant and will ordinarily work in the Presbytery office under the supervision of the New Covenant Disaster Recovery Commission.

QUALIFICATIONS:

1. A mature Christian faith-based commitment to the mission and work of the Presbytery.
2. A general knowledge of local, state and national agencies responsible for disaster recovery and rebuilding.
3. Familiarity and facility with computer data base and word processing programs.
4. A demonstrated ability to communicate effectively with others. (e.g., volunteers, local officials, community and faith-based organizations, as required).
5. Ability to coordinate multiple teams and work sites with ease and confidence.
6. Ability to work independently without constant supervision.
7. Must possess a valid driver's license and personal vehicle.
8. Capacity to work collegially and collaboratively
9. Commitment to a certain level of confidentiality for individuals in need of assistance.

TERM OF POSITION: This is a full time position, effective through Dec. 2018. This agreement may be terminated by either party with thirty (30) days with written notice.

EVALUATION REQUIREMENTS: The New Covenant Presbytery Personnel Committee, with input from the Recovery Coordinator and the Disaster Recovery Commission will conduct periodic reviews of this position. The position and the needs will be evaluated every 90 days during the year. This contract may be extended depending upon the needs still unmet in New Covenant Presbytery and by mutual agreement.

SALARY: Negotiable

BENEFITS: Health Insurance, Death and Disability, Retirement through Board of Pensions are available.