



Community Resilience Program Manager Job Posting

Job Title: Community Resiliency Program Manager
Reports To: Vice President of Strategy & Engagement
Job Status: Full Time, Salaried, Exempt (Grant Position)

Persons are recruited, hired, assigned and promoted only based on job-related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job-related disability, race, religion, sexual orientation, veterans' status. EOE

STATEMENT OF THE JOB

The mission of the Community Resilience Program Manager (CRPM) is to improve community resiliency through provision of sustainable emergency, crisis, and disaster cycle oversight and support of pre-determined Response Consortiums and/or Voluntary Organizations Active in Disaster (VOADs). This position is funded through a one-year grant cycle from the United Way of Battle Creek & Kalamazoo Region's (United Way) Disaster Relief Fund.

ESSENTIAL FUNCTIONS

For the 2021 calendar year, the CRPM will be responsible for:

- Chairing the Kalamazoo County Response Consortium (KCRC)
- Chairing the Calhoun County Response Consortium (CCRC)
- Representing Gryphon Place at Berrien County Emergency Response Consortium (BCERC)
- Attendance at and support of Michigan VOAD
- Support of local and state 2-1-1 disaster response efforts
- Coordination and oversight of Crisis Cleanup for KCRC and CCRC
- Supporting United Way disaster donation management efforts
- Facilitating 3 Emergency Action Plan Overview trainings via Zoom
- Facilitation of two Table Top Exercises
 - o 1 for KCRC
 - o 1 for CCRC
- Liaison between Kalamazoo County Emergency Management & KCRC
- Liaison between Calhoun County Emergency Management & CCRC
- Coordinating/Supporting Gryphon Place's emergency preparedness efforts
 - o Volunteer Reception Center Plan
 - o Emergency Operations Plan
 - o Continuity of Operations Plan
 - o Staff training(s) and drills
- Attending regularly scheduled meetings with the Vice President of Strategy & Engagement, both 1-on-1 and with the full Strategy & Engagement Team

EDUCATION AND EXPERIENCE

While there are no specific education requirements beyond a high school diploma, an Associate's or Bachelor's degree in emergency management, nonprofit management, or communications is recommended.

A minimum of 3-5 years in emergency management and/or disaster response is preferred. As this position acts as the subject matter expert for nonprofit agencies, experience within/strong familiarity of the nonprofit sector is highly recommended.

KNOWLEDGE / SKILLS / ABILITIES

The CRPM must have solid knowledge of or willingness to learn:

- VOAD policies and procedures
- Crisis Cleanup functionality and coordination
- FEMA Incident Command Structure (ICS)
- Specific county Mass Care & Public Information Emergency Support Functions

The CRPM must possess the skills of:

- Project management
- Program management
- Interagency communication and coordination
- Public speaking
- Meeting and training facilitation
- Community outreach and organization
- Basic computer & smartphone functions

The CRPM must have the ability to:

- Effectively prioritize multiple initiatives
- Effectively communicate with internal and external partners and stakeholders
- Maintain reliable means of personal transportation
- Maintain reliable means of personal communication

SCHEDULE

40 hours per week, largely Mon-Fri regular business hours with some evening and weekend commitments. This role will primarily work remotely but will work at main office location a minimum of one (1) day per week and up to the maximum of five (5) days per week, with exact days dependent on weekly responsibilities. The CRPM will communicate with the Vice President of Strategy & Engagement to ensure they are present for all necessary meetings and/or trainings.

PHYSICAL REQUIREMENTS:

This is largely a sedentary role; however, some other tasks are required. This would require the ability to lift, bend, sit or stand as necessary, view computer screens for long periods of time as well as require the ability to lift at least 20lbs.

- In response to COVID-19 we have a Telework model currently.
- Absent COVID-19 telework requirements, position works in a call center where temperature is controlled and noise level is moderate.
- Position assists in times of emergency/disaster and can be subjected to emotional stress.

Please apply with cover letter and resume by Monday, April 12, 2021.

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