



## **HUB Coordinator Position**

### **Job Description:**

Responsible for coordinating training, disaster relief plan implementation and collecting of resource information with every Disaster Relief Coordinator (DRC) in an assigned geographical area. Responsible for compiling resource information reports for ADRN in the event of a disaster or disaster drill. Responsible for organizing and coordinating services, supplies, resources to assigned DRC's in the event of a disaster or disaster drill. Responsible for developing long-term relationships with DRC's in assigned geographical area.

### **Major Duties:**

- Works with Disaster Relief Coordinators (DRC's) within local churches, ministries and businesses in an assigned geographical area in Greater Austin in the event of a disaster or disaster drill.
- Once per month, meets with Disaster Relief Coordinators (DRC's) within assigned area to ensure their organization is trained, prepared and up to date with resource information, shelter preparation, volunteer information and an internal disaster relief plan.
- Monitors the effectiveness of procedures during disaster drills and recommends changes within the procedures as necessary.

### **Knowledge, Skills and Abilities:**

- Excellent organizational and project management skills with demonstrated ability in creative thinking, problem solving and decision making in a high pressure environment.
- Demonstrates time management skills.
- Working knowledge of advanced word processing, spreadsheets, databases and the ability to adapt to other computer applications if needed.
- Strong human relations skills to interface with disaster relief coordinators (DRC's), pastors, ministry leaders and other HUB coordinators reflected in the ability to develop long-term strategic relationships. Must have a least 5 years of managerial experience.
- Good oral communication, written communication and numerical skills including report writing skills.
- Flexible schedule to accommodate long periods of work time in the event of a disaster. Has the ability to take off from work at any given moment. Can work weeks or months at a time if necessary.
- Minimal training requirements are 2.5 hours with ADRN, 6 hours of CASHP training and 2-3 hours with an online FEMA NIMS training course (The course is free, please visit: <http://emilms.fema.gov/ICS100G/index.htm>).