

Humboldt COAD Director – Independent Contractor

About the Humboldt COAD

The Humboldt Community Organizations Active in Disaster (COAD) develops and enhances partnerships for communication, coordination, and collaboration within our whole community, including businesses, tribes, non-profit and faith-based organizations, and government agencies before and throughout a disaster, including prevention, mitigation, protection, preparedness, response, and recovery.

Humboldt COAD Director Description

The Humboldt COAD Director will facilitate communication, collaboration, and coordination amongst organizations and government entities working in disaster preparedness, response, and recovery in Humboldt County. The Director will interface and build relationships with nonprofits, tribes, government agencies, faith-based organizations, community groups, social service groups, private sector businesses, and other agencies active in preparedness, response, and recovery. The Director will create a network system that minimizes duplication of services and efforts. They will also build opportunities for collaboration and distributed leadership amongst all groups, infusing a human-centered, resilience-oriented, trauma-informed, and anti-racist approach.

This project will take approximately 30 hours/week and is compensated at \$5,850 a month (\$70,200 for the year.) The COAD Director will report to the Executive Director of College Advancement & the CR Foundation, for College of the Redwoods, and be advised by the Executive Board of the Humboldt COAD. The Director position is that of an independent contractor and will require the successful candidate provide a copy of a business license.

Responsibilities

The Director will coordinate and guide the projects of the COAD, including but not limited to:

- Executive Committee
 - Establish a COAD Executive Committee per guidelines set forth by COAD Bylaws.
- Strategic Plan
 - In coordination with the Executive Committee, create a multi-year strategic plan to guide the COAD's work, goals, and direction.
 - Define the COAD's program areas and develop strategic timelines.

- Annual Plan
 - Create an annual plan for the meetings schedule and content of the COAD (including the Executive Committee, subcommittees, and member organization representatives) to include but not be limited to:
 - Update from Executive Committee;
 - Summary reports and updates from subcommittees;
 - Guest speakers when possible;
 - Networking opportunities for expanding membership;
 - Training opportunities.

Subcommittees

- Identify chairs and co-chairs for each COAD subcommittee.
 - Identify and invite potential organizational participants for subcommittees.
 - Launch each subcommittee in coordination with identified partners.
 - Create an annual meeting schedule for each subcommittee.
 - Create ground rules/agreements and an agenda template for subcommittee meetings
- Membership Recruitment and Tracking
 - Maintain and expand member and organization databases.
 - Track available resources (generators, cold storage, etc.), whether from member organizations or individual community members and businesses.
 - Develop and implement a strategy for expanding the COAD network.
- Fundraising
 - Research funding opportunities for supporting the COAD, including funding for administrative overhead, outreach and community organizing, emergency management and ICS training, and other operational functions of the COAD.
 - Write grants when appropriate, and coordinate with organizational partners to co-author grant applications.
 - Maintain current operational budget for fundraising purposes.
 - Present to local service clubs, chambers, city/county leadership and staff as opportunities arise.
 - Follow up on fundraising leads shared by the executive committee and COAD members
- Regional COAD Development and Coordination
 - Network regionally and coordinate with surrounding counties and tribes.
 - Assist adjacent counties' COAD development efforts and/or regionalization efforts.
- Leadership and Inclusion
 - Implement and foster leadership in disaster preparedness and response by promoting human-centered, resilience-oriented, trauma-informed, and antiracist approaches.

- Actively promote and support inclusion of culturally diverse organizations and ensure access for all members and partners in all COAD activities.
- Incident Command System and Plan Development
 - Create a COAD Incident Command System (ICS) in partnership with key members of the network.
 - Create a preparedness plan and an emergency response plan.
 - Develop data and communications plans in collaboration with Humboldt County Office of Emergency Services.
- Administrative Functions
 - Regularly report to the Executive Committee, host organization, and funders on progress and challenges of the work.
 - Maintain website and social media presence.
 - Track expenditures and maintain a balanced budget.

Key Competencies

- Highly organized
- Ability to solve problems and think creatively
- Ability to grow a network of diverse stakeholders
- Ability to lead a strategic planning process
- Knowledge of local indigenous government, cultures, histories, communities, leaders, and organizations
- Strong practice of cultural humility
- Commitment to racial equity and community organizing principles
- Ability to see across sectors and systems
- Strong understanding of local politics and how power moves
- Excellent communication skills
- Strong logistical organization skills
- Ability to work independently with minimal direction
- Sensibility and sensitivity to understand and effectively communicate the needs of Black, Indigenous and Communities of Color as well as low-income and working-class communities with different City and County agencies, local businesses, neighborhood stakeholders and other constituents
- Ability to seek funding from a variety of public and private sources

Qualifications and Experience:

- BA or BS
- Demonstrated experience in effective project management.
- Demonstrated experience in network building, community organizing, and bringing together a variety of diverse stakeholders for collaboration to address and find solutions to community-wide challenges.
- Demonstrated ability to set and achieve goals on a timeline while integrating input from partners and partner organizations.

Desirable Experience:

- Experience working in disaster preparedness and response environments.
- Knowledge of Emergency Management and the Incident Command System.
- Completion of related emergency management training.
- Fundraising, grant writing, and grant management experience.
- Experience with positive conflict resolution in the workplace and ability to move past differences of opinion and focus on the work and the mission of the COAD.

Submission

Applicants should email their resume, cover letter, and three professional references to marty-coelho@redwoods.edu by 5pm on October 22, 2021.

Cover letter should address the applicant's background in disaster preparation, project management, and relationship/network building.