

## **Lee County Disaster Recovery Coordinator Job Description**

### **Statement of Work:**

This is a full time, temporary position for a minimum of 12 months. The Recovery Coordinator will be responsible for facilitating, coordinating, communicating and developing the appropriate organizations, individuals and resources to provide recovery services to residents in Hendry, Glades and Lee County.

### **Skills Required:**

- Ability to facilitate planning sessions including work groups that involves representatives from government, service and non-profits, and faith-based organizations in each county.
- Proficient in computer applications including Word, Excel, Internet and e-mail
- Ability to understand various sources and related regulations for disaster recovery services and funds
- Ability to communicate clearly in writing and verbally with different constituents

### **Responsibilities:**

- Facilitate and help coordinate activities of the Long Term Recovery Committee with the specified counties
- Assist the committee in identifying unmet needs and prioritizing those needs for assistance, develop related forms and printed materials
- Facilitate meetings of the local county groups as needed and keep records of the meetings and resulting decisions
- Identify and leverage resources in each community for recovery efforts including foundations, corporations, government, non-profit and faith-based organizations
- Develop and submit written proposals for recovery efforts
- Ensure coordinated case management approach to supporting families
- Help coordinate and match families with faith-based volunteer groups as appropriate
- Provide written summaries of meetings and recovery efforts
- Develop outreach materials to inform the public of recovery resources and need for volunteers and materials
- Ensure clear communication among service providers and between service providers and families
- Develop and maintain a strong electronic communications mechanism – e-mail, web-based, etc.
- Produce and maintain all record keeping for the project (e.g. monitoring reports, financial transactions, etc.)