



**JOB TITLE:** Disaster Relief & Volunteer Coordinator  
**STATUS:** Hourly / Non-Exempt  
**TIME:** Full-time/ Temporary Status/ 40 hours a week/  
January 2019 thru September 2019 - Position may continue with additional funding  
**PAY:** \$16.83 - \$19.23 hour  
**QUALIFICATIONS:** Bachelor's degree preferred. Significant related experience may be substituted for a higher degree  
**REPORT TO:** Executive Director

Submit resume and letter of interest to Habitat for Humanity of Butte County to [info@buttehabitat.org](mailto:info@buttehabitat.org) with subject line Disaster Relief or mail to 220 Meyers Street, Chico, CA 95928

#### **ABOUT HABITAT**

Habitat for Humanity brings people together to build homes, communities, and hope. Habitat partners with families in our community to help them build strength, stability, and self-reliance through affordable housing. Habitat homeowners help build their own homes alongside other volunteers and pay an affordable mortgage.

On November 8, 2018, Butte County suffered the most devastating fire in California history – the Camp Fire. Nearly 14, 000 homes and 276 multi-family structures were destroyed. Nearly 50,000 people were evacuated from the fire - impacted communities of Paradise, Magalia, Concow, Butte Creek Canyon and surrounding communities. A housing shortage – specifically an affordable housing shortage - which already existed in Butte County has now been pushed to its extremes.

Habitat for Humanity of Butte County has been a strong link with the Butte County community by helping to build and provide affordable housing – this is our 25<sup>th</sup> anniversary year. We have built a total of 32 homes in the county - currently we were on track for approximately two builds per year. In light of this devastating disaster, we must respond and adapt to the new challenges facing our community for short and long term housing needs.

Habitat for Humanity seeks a Disaster Relief & Volunteer Coordinator to build Habitat's capacity in dealing with Disaster Relief, Recovery and Rebuilding efforts as well as in our general organizational operations. The successful candidate must think and act strategically and will possess integrity, relational diplomacy working with families, volunteers, and community personnel, outstanding written / verbal communication skills, and a thorough knowledge of best practices in this field. The ideal candidate is a self-motivated problem solver who is eager to continue working towards the healing of our community and the flourishing of Habitat, keeping in line with Habitat for Humanity International's guidelines for Disaster Response and office protocols.

#### **QUALIFICATIONS:**

## **Education**

- Bachelor's degree preferred.
- Significant related experience may substitute for a higher degree.

## **Desired Experience & Abilities**

- Community Project Coordination, with significant experience in working with volunteers.
- Strong background in effective communication in high-stress environments.
- Proven ability to operate within an organized budget and to execute efficient and effective projects.
- Administrative excellence and attention to detailed processes and procedures in the office and field environments.
- Excellent planning and organizational skills, including the ability to anticipate tasks, set priorities and meet deadlines.
- Ability to make strong decisions in an environment with multiple stakeholders.
- Strong community relations abilities such to be an effective advocate and ambassador for the affiliate.
- Strong collaborative skills: ability to work as a leader and as part of a team.
- Willingness to support the mission and principles of Habitat for Humanity International
- Ability to work a flexible schedule to accommodate ever-changing needs of disaster response.
- High ethical standards, good judgment, diplomacy and tact.
- A positive and "can do" attitude, with enthusiasm to do your part on a highly collaborative team.

## **KEY RESPONSIBILITIES:**

- Executing key Disaster Recovery community projects in Butte County.
- Leading and coordinating volunteer efforts in support of disaster-related community/county initiatives.
- Representing Habitat's disaster arm at community informational meetings & reporting back findings to the rest of Disaster Team.
- Working with ED Board, and Disaster Team, assess the capacity of affiliate to respond to the needs of the community.
- Assess the hazards and opportunities in the field in order to identify ability of volunteer labor to provide assistance in a safe manner.
- Oversee homeowner and volunteer recruitment pathways to identify homeowners in need (prioritizing elderly, low income, and veterans) and the volunteer base to meet those disaster- inflicted needs.
- Income-qualify homeowners interested in repairs/rebuild.
- Administer & file all necessary paperwork (homeowner's agreements, work order/plans, volunteer liability forms, etc.).
- Participating in community groups (Long Term Recovery Group) such to support partnerships with other disaster relief organizations.
- Relationship building with community members & corporations looking to have greater community impact.
- Initiative in identifying volunteer recruitment pathways & ability to recruit volunteers to support Habitat's mission
- Administering the online volunteer system and ensuring that all opportunities are consistent with needs.
- Set the tone for the volunteer workday by clearly communicating the mission and

establishing positive work environments for volunteers in early correspondence before/after volunteer opportunities.

### **WORKING CONDITIONS**

The successful candidate's work environment will vary greatly, from a general office environment to a disaster response environment. Work will be generally active in nature, requiring standing/walking up to 50% of the time. The working environment is generally favorable, but is subject to impact from the nature of disaster-affected areas. Ability to lift 20-30lbs is helpful.

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This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

Habitat for Humanity of Butte County is an equal opportunity employer.

