

TITLE: Disaster Preparedness Corrdinator
AGENCY: *Catholic Charities Brooklyn and Queens (CCBQ)*
ADDRESS: *191 Joralemon St.*
Brooklyn, NY 11201

RESPONSIBILITIES Include:

- Participate in the research, writing and evaluation of CCBQ disaster response plans, including the continuity of operations plans. Take the lead in their implementation.
- Act as the liaison with the Office of Emergency Management (OEM) and the Human Services Council (HSC) to support their emergency response plans and ensure CCBQ's active engagement in New York City's emergency planning process.
- Participate in internal and external meetings to coordinate emergency planning. Plan and facilitate meetings and workshops related to emergency preparedness.
- Represent CCBQ at disaster planning activities that impact the boroughs of Brooklyn and Queens.
- Take the lead in creating strategies to promote and support disaster preparedness among parishes in the Diocese of Brooklyn.
- Develop a portfolio of training and print resources that enhance emergency preparedness both internally and externally.

QUALIFICATIONS:

Education: Bachelor's degree or equivalent work experience.

Experience: 5 years of experience in planning, external relations or community outreach/organizing. Experience in disaster services or related field preferred. Experience working with volunteers preferred.

Related Skills:

Must be a self-starter and a strategic thinker. Excellent interpersonal, oral and written communication skills. Ability to work independently as well as form and work within teams. Ability to pay attention to detail and work well under pressure. Must be available to work evenings and weekends as needed. Requires some local travel.

TO APPLY: Please send cover letter and resume to:

Nina Valmonte
Associate Director
Parish & Community Outreach and Services
nvalmonte@ccbq.org
Fax: 718-722-6233

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