

Florida-Bahamas Synod, ELCA
Job Description

Job Title: Synod Disaster Response Coordinator
Reports to: Assistant to the Bishop for Administration
Work Status: Half-time, seasonal

Job Summary:

The Synod Disaster Coordinators will assist the Florida Bahamas Synod with building a disaster response infrastructure and implementing it throughout the state. The position is responsible for assisting the Synod and congregations to be prepared and readied to respond to disasters, ministering to those dealing with tragedy, and building capacity within our congregations to respond in times of need.

Essential Duties and Responsibilities:

The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

There are three primary areas the duties of this position will be responsible for – Response, Capacity Building, and Ministry.

1. *Response:* The Synod Disaster Coordinator serves as the Synod's lead staff and Point of Contact with conferences and congregations of the Florida Bahamas Synod Lutheran Disaster Response – Churchwide and the Lutheran Disaster Response Network, Social Ministry Organizations (SMO) in the synod, other ELCA and/or ecumenical partners, as well as Voluntary Organizations Active in Disaster (VOAD) and other disaster response partners, in Florida and beyond.
2. *Response:* Develop, maintain and update a comprehensive synod disaster preparedness and response strategy and/or implementation plan by working collaboratively with Synod leadership as well as other relevant stakeholders.
3. *Response:* Create and implement the Synod's disaster response communication plan in collaboration with all stakeholders. Provide regular reports to the Synod and other stakeholders.
4. *Response:* In times of a disaster, monitor the development of the disaster's impact, liaise with statewide and local disaster response entities, visit impacted areas as needed, and assess impact on ELCA congregations and its members to assist the Synod in determining the appropriate ways to address survivors' relief and recovery needs in consultation with Lutheran Disaster Response and other stakeholders.
5. *Capacity Building:* Develop and facilitate a synod-wide disaster response ministry team to assist with the various aspects of the synod disaster response ministry.
6. *Capacity Building:* Educate and provide training to congregations on disaster response basics and assist them in developing congregational-based plan for disaster preparedness and response using resources such as LDR's Congregational Preparedness Guide.
7. *Capacity Building:* Recruit volunteers from congregations and other sources to participate in the various aspects of the Synod disaster response program. As appropriate, create and manage a volunteer system for the Synod.
8. *Capacity Building:* Apply for grants from LDR-US through Grantmaker and manage the entire grant

process in collaboration with LDR staff. Engage in other fundraising activities to support the Synod's program.

9. *Ministry*: In times of a disaster, assist Synod Bishop and leadership to address needs of congregations, church leaders and members.
10. *Ministry*: Train and model appropriate ways to offer ministry of presence and prayer to individuals, families, teams, congregations, etc. dealing with disaster response and recovery.

Job Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** At least Bachelor's degree or equivalent, education in human services field preferred. At least two years professional experience in Disaster Response, Public Relations, Pastor in Congregational Setting, Communications, Social services or other human services or related fields.
- **Supervisory Experience:** Proven record in supervising staff and managing large and small projects and programs.
- **People Skills:** Superb interpersonal and people skills with the ability to develop and facilitate the work of ministry teams and committees; work independently, adept in working within a team environment and with a diverse group of people.
- **Management skills:** Knowledge and experience in assisting organizations in creating and implementing strategies and plans. Strong time management with the ability to manage competing priorities and meet deadlines.
- **Other:** In-depth understanding of church ministry and church organizations, knowledge of the various expressions of the ELCA and experience in serving an ELCA ministry is required.

Responsibility for Communication:

- **Internal Contacts:**
This position has routine contact with Bishop, Directors of Evangelical Missions, and Synod staff.
- **External Contacts:**
This position has routine contact with church Pastors, Mission Developers, Rostered, lay members, and general public.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, all Florida-Bahamas Synod, employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each Florida-Bahamas Synod, employee is expected to know the Synod's mission and goals.
2. **Service Excellence:** All Florida-Bahamas Synod employees will strive to provide outstanding service excellence to everyone they serve.

RESPECTFUL - Act in a courteous manner. Actively listen to gain full understanding Demonstrate awareness of "everything speaks" Show empathy and caring.

RESPONSIVE- Approach people in an inviting and pleasing manner. Take ownership of actions and decisions. Plan, anticipate, and be forward thinking. Answer and return phone calls and emails. Use proper communication etiquette. Banish the phrase “not my job.” Provide assistance to all inquiries and follow through.

ACCURATE - Do it right the first time. Ask probing questions. Use resources effectively and efficiently.

COLLABORATIVE – Participate in teams. Develop team skillsets. Learn from available resources. Develop internal and external connections.

3. Grooming and Appearance: Florida-Bahamas Synod employees are expected to maintain a neat and professional image at all times.
4. Safety Awareness: Florida-Bahamas Synod, employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries.
5. Attendance Standards: Florida-Bahamas Synod employees are expected to attend their work assignments and schedules at all times, in accordance with Synod Rules and Procedures.
6. Training: Florida-Bahamas Synod, employees are expected to attend provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: Florida-Bahamas Synod employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:

This job description has been reviewed and approved by the leaders whose signatures appear below.

Title	Signature	Date
Assistant to the Bishop for Administration		
Employee		