



Position Title: LES Ready! Disaster Coordinator

Position Type: Part-time (25 hour); Non-Exempt

Salary: \$55,000, good benefits package

LES Ready! (LESR) is a coalition of community organizations active in disaster that coordinates joint, community-based response to manmade and natural disasters, in coordination with local agencies. During blue skies, LESR provides education, planning and training before disaster strikes. During disaster, LESR determines immediate community need, provides assistance and long-term recovery services. Neighborhoods include Chinatown, East Village, Lower East Side, NoHo and Two Bridges.

We are seeking a part-time **Disaster Coordinator** to further our mission with strong commitment to social, racial, and environmental justice. There is a possibility that the role will expand to become full-time.

Specific responsibilities/duties:

- Report to LES Ready co-chairs
- Develop, coordinate, and implement disaster related projects and activities
- Connect to disaster response organizations, projects, and opportunities
- Lead communication efforts via social media, newsletters, emails, website, etc.
- Research updates around ongoing disasters
- Collaborate with leaders responsible for moving recovery strategies forward
- Establish new relationships with CBOs, faith-based groups, and local agencies
- Represent organization in recovery and disaster preparedness planning
- Liaise, coordinate, and facilitate internal and external meetings
- Recruit, orient, and educate group of disaster recovery volunteers
- Develop disaster related printed materials and data collection forms
- Present at related community, professional, and government meetings
- Manage grant applications, records, reporting, and deliverables
- Identify and leverage resources for recovery efforts from foundations, corporations, government, non-profit and faith-based organizations
- Other duties as assigned by supervisors necessary for the execution of the organization's goals, mission and vision

Qualifications: Bachelor's degree in human services/social work or 2 years of experience working with low-income, racially and culturally diverse communities in • Strong coordination and facilitation skills • Excellent organizational, writing and computer skills • Capacity to handle multiple tasks and projects independently or as part of team • Ability to work under deadline pressure in fast paced setting • Ability to work evenings and weekends is necessary. Bilingual in Spanish or Chinese preferred • Applicants with experience in disaster recovery are strongly encouraged to apply

LES Ready! operates under the umbrella of Good Old Lower East Side (GOLES). Candidates should email a resume and a cover letter detailing their interest and qualifications to info@goles.org. Due to the high volume of applications, only candidates considered for further consideration will be contacted. GOLES is an equal opportunity employer.