*Rural Community Assistance Corporation*

**Job Description**

***Program Coordinator - Disaster Recovery Services***

**Classification:** *Grade 9* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Disaster Recovery Services Program Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural and Indigenous communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

**Housing Programs**

The Housing Department provides technical support to local organizations working in a variety of housing programs.

* The Development Solutions program works with organizations to develop and manage affordable rental and homeownership housing.
* The Homeownership Solutions program supports a network of approximately 48 self-help housing agencies,
* The Housing Counseling program is a HUD intermediary for 18 groups and provides training to housing counseling agencies
* A newly created Disaster Recovery Services (DRS) program.
* A newly created Single Family Housing program, to promote homeownership in rural communities

**Position Description**

The Program Coordinator will assist in the implementation of RCAC’s new Disaster Recovery Services program, which assists local governments, indigenous and other organizations prepare for disasters. The program also assists these organizations with medium- and long-term recovery efforts.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include, but are not limited to:**

* Ensure that all project grants are administered and implemented in compliance with the donor/government regulations and requirements
* Assist with monitoring project progress against the approved project implementation timeline; identify delays and work with field staff and grants and contract management to ensure projects stay on track
* Assist the Program Manager to develop funding strategies through initiating contacts and identifying opportunities
* Coordinate with Program Manager to write, develop and submit small proposals to funders
* Prepare written reports and documentation of activities as needed to meet funder requirements
* Provide logistical support for DRS staff to attend trainings and events
* Coordinate travel itineraries, including flights, ground transportation and hotel accommodations
* Manage supervisor itinerary and appointments and streamline scheduling procedures
* Keep physical files and/or digitized records organized for easy updating and retrieval by authorized team members
* Assist IT with maintenance and updating of DRS digital library
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to work independently and in a team environment with minimum supervision
* Ability to effectively prioritize multiple tasks and work on multiple projects simultaneously
* Demonstrate a high level of customer service skills
* Ability trouble shoot and problem solve
* Technical writing and grant proposal experience
* Proficiency with personal computers including Microsoft Office Suite (including extensive knowledge of Excel)
* Ability to follow detailed instructions
* Able to complete administrative requirements related to work responsibilities such as recording work completed in databases, evaluating and documenting tasks
* Ability to listen effectively and communicate verbally and in writing (including proofreading and editing documents)
* Ability and willingness to learn new regulatory requirements and apply them to specific grant monitoring as needed

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day.

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Five years of experience in administrative work.

Some knowledge of or experience with Disaster Preparedness and/or Recovery is preferred but not required.

Preferred Education:

Bachelor's or two-year degree (additional qualifying experience may be substituted).

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*