



Office of the Governor

POSITION DESCRIPTION: DISASTER MANAGER

About California Volunteers, Office of the Governor:

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom's California Climate Action Corps, the country's first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state's response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations. As part of Governor Newsom's California Comeback Plan, California Volunteers received a nearly \$400 million investment in service to expand and create new programs.

Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

Position Description

Under the general direction of the Volunteer Director, the Disaster Manager will implement the *California Emergency Support Function-17* strategy statewide. The Disaster Manager will be the main point of contact for emergency response contacts across the state and will manage a Disaster Support Specialist particularly focused on [AB-2213 Office of Emergency Services: planning guidance: telecommunications](#). The Disaster Manager will work closely with California Volunteers' regional teams to support disaster readiness and preparation in partnership with the California Office of Emergency Services (CalOES) and Voluntary Organizations Active in Disasters (VOADs).

Duties:

- Implement the *California Emergency Support Function-17* (ESF-17) strategy supporting volunteer engagement during disasters.
- Coordinate emergency response efforts on behalf of AB-2213.
- Meet frequently with representatives from CalOES and VOADs to coordinate emergency response efforts.
- Manage the Disaster Support Specialist – assign ongoing project tasks, manage progress and provide ongoing managerial support.
- Determine a strategy for recruiting emergency volunteers across the state with short notice.
- Coordinate with California Volunteers' Regional Managers to create ongoing volunteer engagement and training opportunities to promote disaster readiness.

- Provide ongoing report outs of emergency efforts including # of volunteers engaged, # of partners engaged and # of volunteer hours served.
- Stay abreast of disasters occurring across the state related, but not limited to: wild fires, immigration, food insecurity, climate, homelessness and oil spills.
- Support the Volunteer Director in leveraging disaster cadres in disaster.
- Manage emergency contacts, initiatives, and volunteers in Salesforce on an ongoing basis.
- Deploy to an emergency with short notice working up to 12 hour days for 7 days at a time.

KNOWLEDGE AND ABILITIES

- Strong leadership skills
- Strong relationship development skills
- Strong communications skills
- Strong project management and organizational skills
- Strong managerial skills

Desired Qualifications

- Managerial experience
- Experience developing and managing partners.
- Experience supporting project timelines and objectives.
- Experience gathering and reporting out on data.
- Experience working under tight deadlines balancing multiple priorities.
- Outstanding interpersonal skills
- Ability to work effectively in a dedicated, mission and team-oriented office environment.
- Mission-driven, highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously while being able to work under short deadlines, and deliver in a rapidly changing, fast-paced office environment.
- Experience using Salesforce to track and manage partners, create dashboards, and track volunteer onboarding.
- Ability to learn and apply new skills.
- Ability to provide feedback and follow up on tasks.
- Knows when to act independently and when to consult for advice on decision-making.
- Ability to work extended hours, when necessary.
- Bachelor's Degree

Location and Travel

*This position's location is not limited to Sacramento, California. California Volunteers' office is located in Sacramento. However, California Volunteers will accommodate applicants who wish to work **remotely temporarily as a result of COVID-19**. Therefore, California Volunteers will consider applicants throughout the state who are interested in this position.*

How to Apply: Please send a cover letter referencing the “Job Title” applying for, along with resume to Joanna Sledge, OPR Personnel Officer at: Joanna.Sledge@opr.ca.gov. Thank you!