

Position: Emergency Services Coordinator
Hiring Organization: United Way of Salt Lake (UWSL)
Department: 2-1-1
Reports to: 2-1-1 Partnerships Development Manager
Date Prepared: May 10, 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) is an innovative and dynamic organization with a staff working closely together to drive change that leads to long-term improvements in lives and communities, and ultimately an end to the cycle of poverty. Our workplace is fast-paced, friendly, and adaptive. We strongly believe in celebrating success, learning from failure, and pursuing ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique to you.

POSITION

The Emergency Services Coordinator is responsible for developing and implementing a statewide 2-1-1 outreach and relationship strategy as it relates to emergency management and disaster. This is done by cultivating and maintaining functional relationships with state, county, and community partners. Participating on relevant councils and committees will further develop our partnerships. Additionally, this role will lead public presentations and table events focused on widespread awareness of 2-1-1 resources and capabilities in the emergency sector. As a liaison between the emergency management system and 2-1-1, this position is primarily responsible for communicating with responding jurisdictions and conveying appropriate information to the 2-1-1 responders to give accurate information to the public.

KEY RESPONSIBILITIES

1. Cultivate new emergency services partnerships; sustain meaningful relationships with collaborative partners
2. Seek out and maintain MOU's specific to 2-1-1 response in the event of a disaster with every jurisdiction in the state including cities, counties and related health departments
3. Be exclusively responsible for reaching out and then conveying the appropriate information to the 2-1-1 Operations Manager and the 2-1-1 Director in case of an emergency or disaster
4. Organize and update the 2-1-1 Disaster Wiki throughout the year and as needed during training and during an emergency response
5. Implement and maintain annual statewide emergency services outreach plan
6. Develop and utilize evaluation tools to track statewide outreach efforts
7. Submit monthly reports charting progress of outreach efforts; provide additional reporting as requested.
8. Assist 2-1-1 Operations Manager for UWSL staff training events
9. Participate in regular disaster exercises
10. Attend relevant community meetings
11. Participate in relevant councils, roundtables, and committees
12. Act as a Public Information Officer on behalf of 2-1-1 Utah, especially in event of a disaster
13. Support other members of the partnership team as needed in presentations and outreach
14. Other duties as assigned

REQUIREMENTS

- Passion and understanding for human and social services work
- Ability to work in a professional manner with a wide variety of personalities and backgrounds
- Experience developing professional written content
- Experience developing and presenting to small and large audiences
- Ability to plan, manage, delegate, and follow-through on multiple projects
- Responsive to feedback and criticism to improve strategies
- Proficient with Microsoft Suite, Google Business, and databases
- Excellent interpersonal and problem solving skills
- High standards of professional appearance, ethics, and conduct
- Means and ability to travel as needed

QUALIFICATIONS

- Bachelor's degree in communication, business, or human services field OR equivalent directly related experience
- 2-3 years working with community partners or outreach/marketing activities
- A flexible schedule—including occasional night and weekend events—and ability to travel throughout the state is required.
- Experience with disaster and emergency management preferred

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL facilities to set-up displays and presentations in both physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 30lbs.

SALARY

This is a full-time (32 hours weekly) non-exempt position; salary to commensurate with experience.

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.