



POSITION:	Disaster Relief Community Coordinator	REPORTS TO:	Director of Education
CLASSIFICATION:	Full Time – Non-Exempt (Temporary 6 Months)	DEPARTMENT:	Education

PRIMARY RESPONSIBILITIES:

Centro Campesino is seeking an experienced and talented Disaster Relief Community Coordinator to lead our post Disaster and Emergency Assistance recovery efforts, based in Florida City, Florida. The Disaster Relief Community Coordinator and staff team will provide assistance and aid to eligible clients who have been affected by Hurricane Irma in, Monroe (Florida Keys), Collier, Lee, and the southernmost Miami/Dade County.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Make/receive high volume phone calls.
- Take applications from 800 to 1000 potential clients, mostly in the field.
- Attend committee meetings and encourage others to attend.
- Translate fliers, and may be required to translate services in public meetings with residents and elected officials.
- Extensive travel required to various priority sites (Florida Keys, Collier and Lee Counties).
- Assists clientele with complex processes, policies, procedures, or laws of a government entity or private sector client in a way that they will understand.
- Distributes marketing or outreach media, such as brochures or web sites, to communicate sustainability issues, procedures, or objectives to meet goals or standards.
- Follows program plans or objectives and ensures compliance with funding source requirements.
- Recruits volunteers and collects resource information.
- Facilitates information sharing with community groups regarding the American Red Cross and other support entities on available support.
- Tracks emergency supplies, resources, volunteers and available shelter space.
- Must have flexible schedule and be willing to work long-periods of time.

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- Fluent in Spanish and English required
- 0-3+ years of experience in field or related area
- High School Diploma or equivalent required
- Working knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint
- Effective oral, listening, and written communication skills
- Strong analytical skills, ability to work independently and effective interpersonal skills are required.

- Valid Driver's License and vehicle with Florida required insurance for travel
- Bachelor's Degree preferred
- Experience with CSBG, CDBG/HUD programs, FEMA, and/or other Disaster Recovery programs is strongly desired.

COMPESATION:

This is a full-time (temporary 6 months) non-exempt position. Rate of Pay: \$22.00 an hour.

Please send **cover letter and resume** to Alicia Moreno at amoreno@ccfcfl.org. Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.