



NECHAMA

JEWISH RESPONSE
TO DISASTER

NECHAMA Operations Coordinator Job Description (Based in Minnesota)

Supervisor: Operations Director

NECHAMA – Jewish Response to Disaster is a national organization that responds to damage caused by hurricanes, tornados, floods, and other natural disasters. Rooted and guided by Jewish values, including *tikkun olam*, or repair of the world, NECHAMA has three overarching priorities: humanizing Jews and representing Jewish ideals in communities shattered by disaster; providing a platform for volunteers to explore their identities and purpose; and spreading hope and offering tangible support to people and communities in desperate need of assistance.

Overview of Job – the Operations Coordinator is focused on:

- Assisting with daily operations of ongoing disaster response and recovery programs.
- Ensuring organizational preparation for future programs.
- Providing on-site oversight for the Minnesota-based NECHAMA warehouse and vehicles.
- Managing existing operating relationships/partnerships and building new ones based on organizational priorities.
- Stepping in to manage operations in the absence of the Operations Director.

Responsibilities:

1. Travel to disaster-affected communities to conduct on-the-ground assessments, stand up programs, and serve as program staff as needed.
2. In coordination with Operations Director, oversee management and deployment readiness of organizational warehouse, equipment, and fleet.
3. Maintain vehicles (including appropriate maintenance during Minnesota winters) and ensure they are ready to be deployed and all travel and repairs have been input into vehicle logs.
4. Maintain other equipment, including inventorying tools pre and post disaster, and ensure sufficient amounts of consumable items like PPE and volunteer shirts are in stock.
5. Assist with the creation of operational plans, mid-action reports, and after action reports.

6. During times of blue skies (when not deployed), help create master pull lists, evaluate procedures, and create contingency plans for future deployments.
7. During blue skies identify deficiencies in the warehouse and work with the operations director to remedy them.
8. During deployment, work with other NECHAMA staff to facilitate lodging, food and vehicle rentals as necessary.
9. Assist with volunteer coordination and engage with NECHAMA volunteers as lead staff when deployed.
10. Assist communications team in identifying stories and social media content during deployments.
11. Assist with the onboarding, training, and evaluation of temporary program staff and help ensure compliance with organizational policies and procedures.
12. Assist Operations team in creating and implementing a training program for temporary program staff and volunteers.
13. Assist with transporting vehicles and resources to and from programs.
14. Work with the Operations Director to ensure programs are on-budget.
15. Assist the Operations Director to ensure program data and information is captured in a timely and accurate manner.
16. Maintain positive relationships with NECHAMA partners including relevant VOADs and community organizations.
17. Participate in VOAD and NVOAD meetings as designated by the Operations Director.
18. Represent NECHAMA at conferences, community events, and speaking engagements.
19. Other duties as assigned.

Job Qualifications:

- High school diploma with preference for a college graduate.
- Minimum of two years experience in disaster response (Americorps terms will be counted towards experience), NGO case management, construction, warehousing and logistics, or education.
- Knowledge of disaster preparedness, response and recovery processes and procedures, or desire to learn.
- Experience with hand and power tools, including chainsaws - both use and proper safety precautions.
- Knowledge of local, state, and federal disaster-related agencies and departments or desire to learn.
- Strong communications skills.
- Detail-oriented and well-organized with ability to see the big picture.
- Ability to work independently, solve complex problems while working in a remote setting, adapt to a changing environment, and handle multiple priorities simultaneously.
- Team-oriented environment and ability to work with diverse staff and volunteers who provide and need varying levels of support.
- Integrity, credibility, and commitment to and passion for NECHAMA's mission.
- Ability to travel to programs as disaster response needs arise, potentially spending significant amounts of time away from home on remote projects throughout the year.
- A valid US driver's license and ability to pass a MVR check by the organization's insurance provider.
- Ability to drive long distances in a variety of company vehicles including vans, pickup

trucks, and larger rental vehicles.

- Preferable to have access to a personal vehicle in the Twin Cities.

Location: This position is based in the Twin Cities or surrounding areas, when not deployed as programs open and close throughout the year. Eligible for remote work in the Twin Cities when not working at the warehouse.

Salary Range: \$40,000 - \$52,000 depending on experience

Benefits:

- Paid time off for vacation and sick leave
- Federal and certain Jewish holidays and other days when office is closed
- Bereavement Leave
- Health, Dental, Vision, and Life Insurance
- Access to a 403b retirement account
- Paid travel expenses to and from programs and while on program sites
- Eligible for mileage and cell phone reimbursement
- Computer and other technology provided by NECHAMA

To Apply:

- Please send resume, cover letter, salary expectations, and three references to Max Manasevit, Operations Director, at max@nechama.org.