

South Carolina Project Site Coordinator LDR Carolinas

We are looking for someone who is highly motivated and experienced in project management to join the LDR Carolinas team. The team member will be the front facing person with VOAD partners, case managers and project partners to help plan & execute projects in South Carolina hurricane response. This person will be responsible for scheduling projects, monitoring progress, securing supplies and coordinating with the Volunteer Coordinator. This position will be part time.

Responsibilities

- Communication with and scheduling projects & supplies for groups partnering with LDR Carolinas to come SC to provide recovery support.
- Serve as primary point person while groups are on-site.
- Connect volunteers with needed training for projects that require it.
- Manage connections with projects and help secure necessary supplies for projects.
- Prepare and submit reports on disaster response activities.
- Develop and maintain relationships with key stakeholders and collaborate with other organizations to improve disaster response efforts.

Requirements

- Strong understanding of disaster response principles and practices.
- Excellent organizational and time management skills.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Ability to work flexible hours, including nights and weekends
- Valid driver's license and reliable transportation.
- Experience working with government agencies and non-profit organizations.
- Ability to travel as needed.
- Strong attention to detail.
- Ability to maintain accurate records and prepare detailed reports.