

## **SC Carolina Response Coordinator LDR Carolinas**

We are looking for a highly motivated person who is experienced in volunteer management and disaster management to join our team. The team member will be the front facing person with volunteers, groups, and partners helping to organize the relief efforts in South Carolina. This person will be responsible for scheduling volunteers, managing accommodations, connecting volunteers with projects and training as necessary. This is a part time position.

### **Responsibilities**

- Communication with and scheduling with volunteers and groups partnering with LDR Carolinas to come to SC to provide recovery support.
- Coordinate accommodations for volunteer groups.
- Serve as host to groups and the primary point person while 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.