

**Status:** Exempt

**Hours:** 40 hours/week; Monday-Friday 8:30 am–5:00 pm

**Location:** Remote

## **Tahoe Truckee Community Organizations Active in Disaster (COAD) Manager**

### **Background:**

In 2021, the Tahoe Truckee Community Foundation received a grant from the League of Community Foundations to develop a [Tahoe Truckee Community Organizations Active in Disaster \(COAD\) Blueprint](#), outlining how community organizations will integrate and support local government during all phases of a disaster - mitigation, planning, response and recovery. The COAD Blueprint is the culmination of a six-month planning process reflective of input from over 21 local and regional agencies and disaster response best practices.

### **Overview of Position:**

The Tahoe Truckee COAD Manager is through Connecting Point 211 and is jointly funded by the Tahoe Truckee Community Foundation, Placer County, Nevada County and the Town of Truckee.

The COAD Manager is responsible for implementing findings in the Tahoe Truckee COAD Blueprint. This is a highly collaborative position and will work with local Tahoe Truckee stakeholders.

### **Overall Responsibilities:**

1. COAD Network Partner and Relationships:
  - a. Develop and maintain COAD network partner relationships including: special districts, government agencies, non-profit organizations, volunteer and native groups
  - b. Develop COAD Membership Agreement
2. Communications:
  - a. Develop and maintain email lists for all COAD teams:
    - i. COAD Network: All COAD members
    - ii. Executive Committee: 211 Connecting point, Sierra Community House, Placer/Nevada Counties, Town of Truckee, Community Collaborative & Tahoe Truckee Community Foundation
    - iii. Function Teams: Public Information, Volunteers/Donations Management, Shelter & Transportation, Emergency Financial Assistance & Disaster Case Management, Emotional & Spiritual Care
  - b. Maintain offline communications with the COAD membership and provide regular updates

- c. Establish communication strategy with local media (KTKE Radio, Sierra Sun, Moonshine Ink) and social media strategy with Executive Committee agencies
- d. Work with local agencies to ensure all community wide communications is available in English and Spanish and accessible for hard-to-reach community members (individuals experiencing homelessness, rural area residents, limited connectivity residents, etc.)
- 3. Convene:
  - a. Bi-Annual COAD Network meeting
  - b. Quarterly Function Teams
  - c. Monthly Executive Committee
- 4. Community Outreach:
  - a. Participate in Community Collaborative and other stakeholder meetings as time permits to broaden awareness of COAD activities

#### **Disaster Phase Specific Tasks:**

- 1. **Mitigation:** *Activities taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from the effects of natural and man-made hazards to include:*
  - a. Distribute notices of community-wide mitigation activities to COAD members including information about evacuation planning, planned power outages, community wide meetings, etc.
  - b. Communicate community needs gathered by 211 back to the COAD
- 2. **Preparedness:** *Activities taken in advance of an emergency that improves emergency readiness posture and develops or expands operational capabilities.*
  - a. Determine local volunteer contacts, networks and capacities
  - b. Identify requirements for volunteer training in preparation and activation
  - c. Identify Function Team leads and convene teams to identify function team roles in a disaster
- 3. **Response:** *Actions taken immediately before, during, or directly after an emergency occurs to save lives, minimize injuries, lessen property and environmental damage to include:*
  - a. Work with 211, Nevada/Placer County and Town of Truckee Emergency Response staff to identify greatest areas of need
  - b. Participate in Nevada County, Placer County and Town of Truckee Emergency Response Meetings
  - c. Oversee donations management, including the collection, sorting, and distribution of goods.
  - d. Oversee volunteers and volunteer management, especially emergency volunteers who are part of the COAD
  - e. Provide frequent communications to all COAD members with up-to-date information
  - f. Identifying areas where member organizations can best assist in response.
- 4. **Recovery:** *A short-term activity to return vital life support systems to minimum operating standards to include:*

- a. Engage and/or coordinate with the steering committee and or long-term recovery organization, which will liaison with the statewide long-term recovery committee
- b. Support ongoing recovery operations with human services, referrals, and resources
- c. Support ongoing donations and volunteer management
- d. Advocate for disaster survivors
- e. Coordinate trainings for advocates and caseworkers
- 5. **Long Term Recovery:** *A long term recovery approach to coordinate adequate case management for all who are impacted and bring affected people and areas to their pre-disaster or new normal conditions.*
  - a. Identify emerging and unmet needs for long-term recovery
  - b. Help to establish a long-term recovery group or organization
  - c. Engage community partners that may not typically be involved in day-to-day COAD operations
  - d. Liaison with State and Federal Voluntary Agency Liaisons (VALs) who will come into a community to help establish long-term recovery operations.
  - e. Provide local information and connections to national VOAD groups that may assist with long-term recovery operations.
  - f. Publicize the needs and activities of long-term recovery to maintain community engagement

To apply, email your cover letter and resume to Meri Mohr at [merim@connectingpoint.org](mailto:merim@connectingpoint.org)