

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 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