



Title: Disaster Recovery Specialist
Supervisor: Executive Director
Status: Full- or part-time, non-exempt, temporary (one year, grant-funded)
Compensation: Salary Range: \$19-22/hour, commensurate with experience
Benefits include health care insurance; life insurance; paid time off; holidays; self-funded 401K plan available.
To Apply: Visit www.habitatlincoln.org, click on *Get Involved > Join the Team*

SUMMARY

At Habitat for Humanity of Lincoln County (HFHLC) we are dedicated as part of a global, nonprofit housing organization that works to eliminate substandard housing locally and worldwide through constructing, rehabilitating and preserving homes; by aiding in disaster recovery efforts, by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

By becoming our Disaster Recovery Specialist, you'll join a collaborative, team-based organization. You will support disaster recovery efforts of HFHLC and the Lincoln County Long-Term Recovery Group (LCLTRG). It's the perfect way to use your project management skills to directly help the members of our community looking for a hand up, not a handout.

POSITION DESCRIPTION

Under the direction of the Executive Director, the Disaster Recovery Specialist is responsible managing disaster recovery projects. This position collaborates with the LCLTRG to ensure efficient deployment of resources and provides general support for HFHLC and LCLTRG operations as needed.

This position is grant funded and is currently only funded for 8-9 months.

KEY RESPONSIBILITIES

- **Administration:** Work closely with the Executive Directors of Habitat for Humanity of Lincoln County and the Lincoln County Long-Term Recovery Group to accomplish organizational goals. Maintain physical and electronic files in compliance with established document retention policy. Provide administrative and general support for HFHLC and LCLTRG activities as needed.
- **Project Management:** Perform research to evaluate project requirements and feasibility. Create timeline and track progress on approved projects. Troubleshoot issues as they arise to ensure smooth project completion.
- **Procurement:** Network with contractors, suppliers, and other organizations to secure in-kind donations and discounts on supplies and services. Solicit bids for construction materials and services through competitive bid process. Properly code and approve expenses.
- **Safety:** Ensure safety guidelines are followed on-site and adequate training is provided to volunteers.

- Other Duties as Assigned: Meet all long- and short-term goals established by the Executive Director.

POSITION REQUIREMENTS

- Successful results from a criminal and sex offender background check.

REQUIRED QUALIFICATIONS

- Knowledge and experience in resource or project management.
- Basic computer skills, including email, excel, and word processing.

PREFERRED QUALIFICATIONS

- Volunteer management experience.
- Basic database skills.

ADDITIONAL SKILLS

- Strong organizational and team management skills.
- Ability to plan, schedule, prioritize, coordinate, delegate, and manage multiple work activities.
- Strong interpersonal skills, working with a variety of people, personalities, and backgrounds.
- Excellent communication and public relations skills.
- Attention to detail and overall quality control.
- Must have good anticipatory abilities and proactive approach to problem solving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment, on disaster recovery sites, and repair sites at private residences. This role routinely uses standard office equipment such as computers and phones. While performing the duties of this job, the employee is required to frequently inspect the project and may be exposed to ongoing construction and various weather conditions. The noise level in the work environment may range from moderate to loud.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to climb, balance, bend, stoop, kneel, crouch, crawl, reach, and use hands to finger, handle or feel. The employee must also occasionally lift and move up to 25 pounds. Specific vision abilities include close vision, far vision, and peripheral vision.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity of Lincoln County is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

NOTE: *This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*