

JOB DESCRIPTION

Job Number — 027

JOB TITLE:	Tribal Emergency/Rapid Response Coordinator
JOB LOCATION:	Eureka, CA
SUPERVISOR:	Chief Administrative Officer
SUPERVISES:	None
FLSA Status:	Non-exempt
COMPENSATION:	\$27–32 Commensurate with experience

REQUIREMENTS: Must have Bachelor's degree in Economics, Business, Public Administration, Finance or a related field; or four years related experience and/or training; or equivalent combination of education and experience. Applicant must have ability to analyze and interpret data. Emergency Response Coordinator must have ability to work effectively with community partners remotely or in person (post-COVID). Must have the ability to ensure that projects are on-time, on-budget, and achieve their objectives. Working knowledge and experience with the Workforce Innovation and Opportunity Act (WIOA) grant programs is essential. Understand the needs of different stakeholders and how to communicate effectively with Tribes, local governments, workforce development boards, employers, and job seekers. Background in workforce development and/or disaster recovery. Ability to supervise and partner with one or more consultants and ensure projects follow the planned timelines and achieve established outcomes. Familiarity with, and commitment to, the mission and vision of NCIDC.

RESPONSIBILITIES: Emergency Response Coordinator performs the following tasks:

Tribal Emergency Response Plan Assistance:

- Supervise and partner with a project consultant in the creation of a Tribal emergency response plan template and provision of technical assistance to Tribes.
- Establish and supervise community consultants as necessary for smaller Tribes so they can tailor the emergency response plan template.
- Conduct outreach to Tribes regarding the emergency response plan template.
- Facilitate meetings between the Tribes and other community stakeholders, such as local governments.
- Stay up-to-date on disaster resources that can be forwarded to Tribes.
- Prepare and submit a variety of reports as directed.
- Other duties as assigned.

Rapid Response:

- Serve as liaison for American Indian people in the workforce development and Rapid Response networks.
- Conduct presentations and workshops on NCIDC programs and services and connect displaced workers with vital resources and links to employment and training services, including the Employment Development Department.
- Communicate the benefits and employment support services provided by local Workforce Development Boards to American Indian employers and employers on or near Reservations/Rancherias; engage employers to use NCIDC and Workforce Development Boards to hire displaced workers.

- Develop and maintain a portfolio of employers for placements; make cold calls to potential employers; work with American Indian businesses and businesses on or near Reservations/Rancherias to identify staffing needs and navigate options of obtaining qualified employees.
- Stay updated regarding job fairs and internet resources; and participate in outreach and recruitment activities by attending job fairs and other networking events.
- Facilitate and attend California Rapid Response Roundtable events.
- Stay up-to-date on workforce development resources that can be forwarded to Tribes.
- Convene, broker, and facilitate the connections, networks and partners to ensure the ability to provide assistance to dislocated workers and their families.
- Prepare and submit a variety of reports as directed.
- Establish linkages with economic development activities at the Federal, state and local levels and available state and local business retention and expansion activities.
- Conduct strategic planning, data gathering and analysis designed to anticipate, prepare for, and manage economic change.
- Utilizing WARN notices, Dun and Bradstreet data, and other sources of information on businesses, identify businesses at risk of lay-offs and/or closures in Indian Country and conduct outreach to connect them with prevention and impact mitigation resources
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent communication skills, both written and verbal.
- Professional demeanor with Tribes, local governments, and community members.
- Ability to analyze and interpret data.
- Ability to travel as necessary to meet with Tribes or attend Rapid Response meetings/events post-COVID.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb stairs, use hands and fingers, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES AND LICENSES: Valid California Driver's License, clean DMV record, valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain if able).

WORK ENVIRONMENT: The noise level is usually moderate.

ACKNOWLEDGMENT:

Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements

and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work environment change. I further understand that my employment is at-will and thereby understand that employer may terminate the employment relationship at any time, with or without cause.

LANGUAGE ABILITY: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATH ABILITY: Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

EQUIPMENT/COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

CERTIFICATES AND LICENSES: California Driver's License, clean DMV record. Valid vehicle insurance.

WORK ENVIRONMENT: The noise level is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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241 F STREET • EUREKA, CALIFORNIA 95501 • (707) 445-8451 • WWW.NCIDC.ORG

ACKNOWLEDGMENT: I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the employer or I may terminate the employment relationship at any time, with or without cause.

Employee Signature

Date

Employee Name, Printed

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title

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