



Position Title: Community Resiliency Coordinator
Classification: Full-time, one-year grant-funded contract position
Salary Range: \$60,000 – \$65,000 annually
Work Mode: In-person; active community presence required
Relocation: Not included

In response to Hurricane Milton, United Way of Indian River County established the **Action Network for Community Hope and Organized Recovery (ANCHOR)** to lead long-term disaster recovery efforts in our community. By partnering with faith-based organizations, nonprofits, businesses, and government agencies, ANCHOR delivers financial, physical, and emotional assistance to individuals and families with ongoing needs beyond the initial crisis.

Focused on home repair, mold remediation, and unmet needs, ANCHOR ensures that recovery efforts are comprehensive, resilient, and community-driven. Through collaboration, preparedness, and strategic coordination, ANCHOR strengthens our region's ability to respond to, recover from, and mitigate disasters effectively.

Position Overview

We're seeking a dedicated and resourceful **Community Resiliency Coordinator** to lead the ANCHOR initiative. This pivotal role is responsible for overseeing disaster preparedness, response, recovery, and mitigation efforts for United Way of Indian River County's ANCHOR initiative. Reporting directly to the CEO, the Coordinator will lead long term recover efforts, develop response strategies, build cross-agency partnerships, and engage the community to ensure equitable and effective disaster services.

This role serves as the face of UWIRC's disaster relief efforts, managing responses to hurricanes, tornadoes, acts of violence, and other community crises.

Key Responsibilities

1. Establish and Lead ANCHOR Operations

- Develop and implement operational policies, procedures, and training programs.
- Foster relationships with disaster response coalitions, agencies, and community partners.
- Promote inclusivity by engaging faith-based groups and diverse community stakeholders.
- Organize and facilitate regular ANCHOR meetings and sub committees.
- Prepare and present monthly, quarterly, and year-end reports.

2. Disaster Case Management Oversight

- Ensure equitable client access and service privacy using HMIS and National VOAD DCM standardized delivery of services.
- Coordinate with all Disaster Case Managers (DCMs) working in the county to ensure no duplication of effort and streamline presentations of cases to the Unmet Needs Committee.
- Complete intake of applicants, refer cases to DCMs, review documentation, and ensure case alignment with client recover goals.

- Maintain accurate tracking spreadsheets and oversee secure storage of records.
- Be available to assist DCMs in conducting case presentations to the ANCHOR Case Management Committee for cases requesting unmet needs assistance for review prior to presentation to Unmet Needs Committee
- Ensures that all client cases are closed properly or referred to another LTRG or Organization
- Convene the Unmet Needs Committee, as needed, in order for funders to support cases.
- Present unmet needs cases to appropriate committees and ensure collaboration with other LTRGs to avoid duplication.
- Submit data reports, monitor DCM well-being, and ensure proper case closure and file retention.
- Works with other regional DCMs/LTRGs to share resources and avoid duplication of services

3. Community and Stakeholder Engagement

- Convene stakeholders to align and coordinate recovery resources and services.
- Negotiate and formalize agreements with community partners to facilitate joint response efforts.
- Identify organizations and assets to support regional resiliency.
- Establish MOUs and formalize collaboration agreements with partner organizations to ensure coordinated disaster response

4. Disaster Preparedness and Response

- Develop and implement a comprehensive FEMA and VOAD aligned emergency response plan.
- Coordinate immediate and short-term relief efforts including volunteer deployment and food distribution.
- Organize and manage community connection events aimed at building resilience and preparing residents for disaster situations. This includes planning outreach programs to educate the public on disaster preparedness and resilience-building strategies.
- Organize community education and disaster preparedness events.
- Conduct and participate in regular drills and simulations.

5. Volunteer and Resource Management

- Collaborate with the Community Impact Coordinator to train and mobilize volunteers.
- Partner with the Resource Development Manager to engage workplaces in disaster support.
- Maintain readiness through active volunteer management and resource coordination.

6. Reporting, Evaluation, and Documentation

- Maintain detailed records of response efforts.
- Update the UWIRC Business Continuity Plan and MARC start-up protocols.
- Evaluate disaster responses and recommend improvements.
- Create final reports, demobilization plans, and ensure long-term data retention.

7. Public and Interagency Representation

- Serve as liaison between UWIRC, government agencies, and emergency services.
- Represent UWIRC at local, regional, and state emergency management meetings.
- Serve as spokesperson for disaster relief efforts.

8. Grants and Sustainability

- Research and pursue grant opportunities to support and sustain ANCHOR's mission.

Qualifications

Skills & Experience

- Strong leadership in high-pressure or crisis situations.
- Proven ability to build partnerships across agencies and community groups.
- Exceptional decision-making, organizational, and communication skills.
- Proficiency in Microsoft Office and disaster management platforms.
- Familiarity with disaster response efforts both short and long term.

Education & Background

Bachelor's degree in emergency management, public administration, nonprofit management, or a related field.

- 3–5 years' experience in disaster response or emergency management.
- Experience managing volunteer teams and cross-agency initiatives.
- Flexibility to work evenings, weekends, and on-call during emergencies.

Personal Characteristics:

- Reliable and enthusiastic.
- Seeks creative and innovative solutions.
- Capacity to lead recovery efforts with compassion and efficiency.
- Exhibits high personal standards of integrity, honesty, and character.
- Easily moves between being an independent self-starter and collaborative team member.
- Presents a high degree of maturity, reliability, and self-confidence.
- Strong organizational and time management skills with exceptional attention to detail.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.

Physical Requirements:

With or without reasonable accommodation, employees in this position must be able to sit and type at a computer terminal for up to 8 hours per day with appropriate breaks and perform tasks that require fine dexterity and repetitive motions using the arms, hands, wrists, and fingers. Some functions require standing and sitting for extended periods of time. Lifting may be necessary at times. Must be able to stoop, bend and lift on a frequent basis. Further details of established essential functions for this position will be addressed/discussed during the interview process.

This job description is subject to change at any time.

United Way of Indian River County is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

To apply: Please send cover letter and resume to Meredith.Egan@unitedwayirc.org