



Disaster Recovery Coordinator (DRC)

Accountable to: Homeowner Services Director

Description:

This position will manage the affiliate's Disaster Relief and Recovery procedures for the support of current homeowners impacted by a disaster, review and prepare files survivors needing assistance, help current and future homeowners prepare for a disaster, and coordinate issues with insurance, gap financing, and new mortgages for those impacted by a disaster.

Supervision:

The DRC is the coordinator between Habitat and disaster survivors current and future. The DRC will not supervise any employees or volunteers directly.

Responsibilities:

- Executing key Disaster Recovery community projects in Maui County.
- Leading and coordinating volunteer efforts in support of disaster-related community/ county initiatives.
- Representing Habitat's disaster arm at community informational meetings & reporting back findings to the rest of Habitat team.
- Working with ED, Board, and Director of Homeowner Services, assess the capacity of affiliate to respond to the needs of the community.
- Assess the hazards and opportunities in the field in order to identify ability of volunteer labor to provide assistance in a safe manner.
- Income-qualify homeowners interested in repairs/rebuild.
- Administer & file all necessary paperwork (homeowner's agreements, work order/plans, volunteer liability forms, etc.).
- Participating in community groups (Long Term Recovery Group) such to support partnerships with other disaster relief organizations.
- Relationship building with community members & corporations looking to have greater community impact.
- Meet with the pre-qualified and potential homeowners to explain their credit report and what they can do to strengthen their chance of being accepted or to get final approval in the

homeowner program. Work with families that have been denied so that they become eligible to reapply.

- Maintain homeowner files
- Follow through with homeowner to assure:
 - completion of required down payment deposits in a timely manner
 - completion of sweat equity hours
 - timely resolutions of all other conditions set and agreed to at the time of acceptance.
- Responsible for assuring the affiliate and homeowners are fully prepared for closing and that all materials submitted for the closing procedures have been submitted in the proper timeline.
- May attend closings along with the Executive Director and the family partner

Qualifications:

- Community Project Coordination, with significant experience in working with volunteers.
- Strong background in effective communication in high-stress environments.
- Proven ability to operate within an organized budget and to execute efficient and effective projects.
- Excellent planning and organizational skills, including the ability to anticipate tasks, set priorities and meet deadlines.
- Ability to make strong decisions in an environment with multiple stakeholders.
- Strong community relations abilities such to be an effective advocate and ambassador for the affiliate.
- Strong collaborative skills: ability to work as a leader and as part of a team.
- Willingness to support the mission and principles of Habitat for Humanity International
- Ability to work a flexible schedule to accommodate ever-changing needs of disaster response.
- High ethical standards, good judgment, diplomacy and tact.
- A positive and “can do” attitude, with enthusiasm to do your part on a highly collaborative team
- Strong leadership skills.
- Excellent verbal and written communication skills.
- Ability to manage details
- Experience with MS Office programs
- Organized and efficient, with attention to detail and follow through
- Reliable, honest, able to maintain confidentiality