On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

<table>
<thead>
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<th>Field</th>
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<tr>
<td>Job Title</td>
<td>Disaster Response Manager</td>
</tr>
<tr>
<td>Initiative/Division</td>
<td>La Plaza</td>
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<tr>
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**About On The Move**

On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

**Benefits:**

- **PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.
- **16 Paid Holidays:** Please refer to the OTM 2020-21 Calendar to for a schedule of holidays.
- **Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements.
- **Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (HSA/Childcare).
- **Retirement:** Employee contributions to a 403b plan are optional. Agency match up to $1,000 after 1st year of employment.

**Applications Accepted By:**

**FAX OR EMAIL:**
707/251-9509 or otmhr@onethemovebayarea.org
Subject Line: Open Position

**MAIL:**
On The Move
Attn: Human Resources
780 Lincoln Avenue, Napa CA 94558-5110

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Support community members in developing individualized disaster response plans
- Develop and implement equitable processes for community feedback to address the gaps in services and resources in Sonoma County
- Develop, organize and lead disaster preparedness training sessions for and with community
- Sustain community leader relationships and support in organizing a collective response to disasters
- Partner with COAD, DEM, and Office of Equity to develop the community capacity to engage and coordinate disaster preparedness, response, and recovery service delivery to Spanish speaking individuals
- Collect and analyze data to improve the impact in low income communities
- Ensure timely and thorough documentation of programming for reporting and evaluation purposes
- Lead, plan and facilitate various meetings to ensure successful project coordination, including inter-agency collaboration, and essential information sharing for project and participant success
- Research and facilitate implementation of best practices in the fields of health equity and reaching target populations
- Support in developing customized culturally centered disaster preparedness plans for case managers
- Demonstrate experience in community organizing, bringing together a variety of stakeholders for collaboration to solve common problems facing the communities.
- Experience working in disaster, preparedness and response
- Strong experience in community advocacy
- Strategic communication and critical thinking
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Project management experience
- A strong commitment and passion for serving the community
- Bilingual (Spanish and English)
- A comprehensive understanding of the needs of Latinx communities in Sonoma County
- Strong organizational skills
- Exceptional communications skills
- Minimum of one-year managerial experience
- Proficiency in:
  - Microsoft software programs (Work, excel, PowerPoint)
  - Collaboration platforms such as the Google Suite and DropBox
  - Internet Browsers and Internet-based Resources

**PREFERRED SKILLS**

- Demonstrated experience in curriculum development and project facilitation
- Understanding of comprehensive databases and Customer Relationship Management (CRM) systems
- Knowledge and understanding of systems, institutions, and organizations in Sonoma County

**ADDITIONAL NOTES**

- This job description is meant to describe the general nature and level of work to be performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.
- 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. The noise level in the work environment is usually quiet to moderate. Although a highly skilled, experienced, successful candidate may be able to work remotely for some percentage of agreed upon hours.

Last Updated By: John Way  Date/Time: 9/28/22 1pm

On The Move is an Equal Opportunity Employer and we utilize E-Verify confirm eligibility for employment.