

**Napa Valley COAD**  
**COAD Manager Job Description**  
[www.napavalleycoad.org](http://www.napavalleycoad.org)

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**About the COAD**

The Napa Valley Community Organizations Active in Disaster (COAD) develops and enhances partnerships for communication, coordination & collaboration amongst the whole community including non-profit & faith-based organizations, government agencies, and the private sector during all phases of disaster.

**COAD Manager Position Description**

The Napa Valley COAD Manager will facilitate communication and coordination amongst organizations working on disaster preparedness, response and recovery efforts in Napa County. The Manager will work to organize and coordinate preparedness and recovery activities which includes coordinating COAD meeting logistics and communications, supporting the activities of the subcommittees, organizing workshops and events, sharing information and resources with COAD membership and the public at large as appropriate.

The Manager will interface and build relationships with non-profits, faith-based organizations, sector businesses and other agencies active in all phases of disaster and will seek to strengthen financial resources and support for the COAD.

This is a part-time (20-30 hours per week), non-benefited position.

**Responsibilities:**

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*Continue the growth and operations of COAD in Napa County:*

- Organize and convene regular COAD meetings, Executive Committee meetings, subcommittee meetings and other events
- Work with COAD member organizations to strengthen the Napa Valley COAD and its ability to respond to all phases of disaster
- Engage with COAD members to identify and raise awareness of ongoing needs related to disaster
- Implement strategies and activities outlined in the COAD strategic plan
- Work to increase COAD awareness and membership
- Directly support the work of COAD subcommittees
- Work with governmental partners in better coordinating human and material resources and messaging in times of disaster
- Represent Napa COAD at various forums as necessary
- Ensure that disaster operations plans are in place, updated regularly and practiced annually
- Identify State and National expertise to share knowledge and resources with partners and help outside agencies understand the local landscape, culture and priorities of Napa Valley
- Seek funding support as needed to accomplish the goals and objectives of COAD
- Maintain budget and track expenditures/transactions

### *Communications and Administration*

- Maintain communications platforms including COAD Website, social media pages and listserv
- Develop messaging and tools related to COAD's work and outreach
- Plan, organize and convene meetings, workshops, conferences and other events
- Document agendas, meeting notes, learnings, etc.
- Develop resources and tools to enhance the organization of COAD communications and logistics
- Collect and report data on activities
- Manage and Update Member Resource Directory and COAD Disaster Member Services
- Continually update countywide calendar and contact lists.
- Manage reporting requirements for all grants

### *Additional Key Competencies:*

- Highly organized
- Ability to solve problems and think creatively  
Ability to work with a diverse group of stakeholders
- Ability to work within a close-knit team environment

### **Qualifications and Experience:**

- College degree with at least five years of project and coordination management experience.
- Demonstrated experience in community organizing, bringing together a variety of stakeholders for collaboration
- Demonstrated experience in effective project management
- Excellent interpersonal skills including but not limited to: verbal and written communication, public speaking and conflict mediation.
- Proficiency in Microsoft software programs (i.e., Excel and Word), experience with website management, preferably WordPress, experience with social media platforms.

### **How to Apply:**

Please send resume & cover letter to [napavalleycoad@gmail.com](mailto:napavalleycoad@gmail.com) by **Friday, April 19<sup>th</sup>**

Please visit [www.napavalleycoad.org](http://www.napavalleycoad.org) for more information about COAD