



## MINISTRY DESCRIPTION

**Title:** Assistant Response Director  
**Department:** Disaster Services (DS)  
**Reports to:** Disaster Services International Response Director

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Disaster Services Assistant Response Director supports the duties of the International Response team as well as the on going efforts of the Disaster Services department as a whole. Specified areas will include, but are not limited to the set up and oversight of overall field operations during responses, oversight of the DS inventory, and pre-positioning of relief supplies globally.

### **Essential Duties and Responsibilities:**

1. Deploy as part of initial response team to help provide oversight to the setup and function of relief operations.
2. Deploy immediately following a disaster and make comprehensive recommendations to International Response Director as assigned.
3. Provide leadership on projects assigned by the International Response Director. Duties may involve supervisory responsibilities to ensure completion.
4. Coordinate disaster supplies housed in all COH warehouses with Supply Chain to ensure accurate inventory and accounting.
5. Maintain solid lines of communication with COH international field staff, IP program staff, and missionary partners.
6. Collaborate with IP program staff to carry out humanitarian aid when necessary.
7. In collaboration with International DS Response Director, provide oversight and assist in the development of international response training programs.
8. Present training materials to stakeholders for the purpose of increasing COH's capacity to respond to disasters globally.
9. Manage large sums of money with precision and integrity during international response operations.
10. During active disasters serve as Field Operations Director (FOD) as assigned.
11. Provide oversight to the department safety program; developing new trainings/protocols as needed and ensuring compliance in all areas of safety by both staff and volunteers.
12. As member of the US Program Team, support other programs as assigned.
13. All other duties as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. Bachelor's degree required;
2. 5+ years disaster response experience required;
3. Bilingual preferred;
4. Public speaking ability;
5. Solid knowledge of the industry standards in all phases of disaster;
6. Forklift Certification preferred;
7. Valid CDL preferred, Class E required;
8. Completion of, at a minimum, NIMS courses 100, 200, 700, and 800 required;
9. Basic First Aid and CPR Certification required;

10. Excellent verbal and written communication skills for adequately conveying the work of COH to outside constituencies;
11. Ability to use a PC/Mac and software programs, including but not limited to Microsoft Office Suite and Google Business;
12. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
13. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
14. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:**

This position may have direct supervisory responsibilities of volunteers and/or staff.

Created: November 6, 2009

Revised: March 28, 2011

Revised: February 18, 2014

Revised: April 19, 2016

Updated: March 14, 2017