Disaster Program Manager (DPM) based in Palm Desert CA Chapter.

By joining the American Red Cross you will touch millions of lives every year and experience the greatness of the human spirit at its best. Are you ready to be part of the world's largest humanitarian network?

**** As a condition of employment with American Red Cross, you are required to provide proof that you are fully vaccinated for COVID 19 or qualify for an exemption, except in states where it is prohibited by law. Accordingly, employment is conditioned on providing proof of vaccination or having an approved exemption prior to starting employment ****

Join us—Where your Career is a Force for Good!

Job Description:

At the Red Cross, there is no such thing as a small disaster. In every single case it is our mission to help people affected by disaster meet their emergency needs that include shelter, food, clothing, and health and mental health services. As a paid staff member, you will support our loyal Red Cross disaster volunteers who serve selflessly to provide a bridge of assistance until individuals and families can resume a normal life. Our disaster volunteers are the heart and soul of our mission to respond to emergencies and provide relief to victims of disasters. They serve in a number of capacities, including Disaster Action Team Member, Disaster Assessment, Caseworker, Mass Care Feeding, Emergency Response Vehicle (ERV) Driver, Shelter Manager/Staff, Disaster Health Services and Disaster Mental Health.

The American Red Cross is currently seeking a Disaster Program Manager (DPM) to be based in our Palm Desert CA Chapter. This is a full time, salary (exempt) position and you must be willing to work on call 24/7. A valid driver's license is required!
Job Summary:

Provide functional expertise to Leadership at a regional level or take full cycle responsibility to provide service delivery programs within a defined geography. Through a trained and engaged volunteer workforce, support local communities by providing services to include but are not limited to: response to recurrent local disasters (house fires, floods, etc.), capacity building for mass care service delivery, participation in the Home Fire Campaign, and direct assistance and recovery services to those impacted by disasters. Develop, guide, lead, and support team of trained volunteers, as well as implement and develop initiatives to increase Red Cross visibility through program/service delivery of disaster preparedness, response, and recovery programs. Act as a program or service subject matter expert (SME) to staff, management, volunteers and external partners. Specific duties to be assigned at the discretion of the region based on municipalities within coverage area, amount and complexity of program activity, presence of significant grant funding, geography, risk, population, frequency of events, and regional structure. Provide support, development and/or leadership guidance to all volunteers.

Perform all duties and responsibilities in compliance with standard operating procedures and other applicable Federal, State and local regulations.

Responsibilities:

1: Through a team of volunteers, implement the Disaster Cycle Services program in assigned territory in alignment with established metrics. Partner with leadership and employees across the Red Cross to ensure the most collaborative, impactful, and effective delivery of services.

2: Identify and develop volunteer leaders who can act in facilitative leader roles across the disaster cycle, coordinate internally and partner to align with government, and work to enable the entire community to participate in all phases of the disaster cycle by providing direct services and being a facilitative leader.

3: Support and develop a volunteer team responsible for the implementation of disaster preparedness, response, and recovery programs in the local area. Ensure the development of leadership volunteers in each of the program support functional areas of the disaster cycle to meet the needs of the territory, region, state and division. May hire, train, coach, counsel, and evaluate performance of volunteer leaders and volunteers.

4: Manage volunteer recruitment and leadership identification. Lead and support ongoing volunteer recognition and engagement opportunities. Serve in planning capacity in anticipation of larger response and recovery scenarios to include divisional coordination, multi-agency planning, and participation in local/regional/national deployment opportunities. Lead and/or assist with the implementation of training efforts, community preparedness opportunities, and the support to other American Red Cross stakeholders.
5: Represent Disaster Cycle Services team and be prepared to mobilize a volunteer workforce in support of disaster events across the country. Assist in the mobilization and support of local resources (volunteers, equipment, and supplies), as well as potential deployment themselves to serve in a leadership capacity on a relief operation outside of their area of responsibility.

6: Ensure American Red Cross services are available to diverse communities. Recruit and engage diverse workforce that represents the communities we are serving. Implement the Disaster Cycle Services structure and develop the team that mobilizes the local community to prepare for, respond to and recover from emergencies, meeting the needs and expectations of clients and stakeholders. Develop human and material resources (volunteers, partners, community agencies, shelter and vendor agreements etc.) to ensure the full cycle of disaster services is delivered.

7: Provide oversight and support to local responses through the deployment of volunteer leaders and volunteers on a daily basis in a rapid and accessible manner. Qualified and experienced volunteer leaders should be placed in key roles first. If volunteer leadership is unavailable, may serve during times of disaster as the operational leadership. Collaborate in local planning, exercises and training, including exercises called by local partners Volunteer Organizations Active in Disaster, Emergency Management Agencies and Local Emergency Planning Committees (VOADs, EMAs and LEPCs). Manage relationships with fire department leadership on home fires as a responsive deliverable.

Scope: Individual contributor that is fully proficient in applying subject matter knowledge; knowledge based acquired from several years of experience in particular area. Works independently; may instruct or coach other professionals.

Qualifications:

Education: Bachelor's degree required.
* Combination of candidate’s education and general experience satisfies requirements so long as the total years equate to description’s minimum education and general experience years combined (Management experience cannot be substituted).

Experience: Minimum 5 years of related experience with building, mobilizing, leading and developing volunteer teams to execute a social services program or service, or equivalent combination of education and related experience required.
Management Experience: n/a

Skills & Abilities: Excellent interpersonal, verbal and written communication skills. Demonstrated ability to coach/mentor to accomplish work through team leaders. Develop project plans & budgets. Demonstrate in-depth knowledge of program or service, ability to create presentations and training modules, and strategies to achieve organizational goals. Demonstrated analytical and decision-making skills to interpret program trends, results, formulate recommendations, and develop creative processes for continuous program or service improvements. Proven track record of collaboration with diverse groups and individuals, managing multiple priorities, facilitation, problem solving, marketing, leadership, and partnership management. Additionally, this position requires ability for planning, public speaking, project management and process improvement. Individual must be customer oriented, organized, and able to operate with an orientation toward solutions with an external focus, and team orientation. Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook. Familiarity with federal, state, and local employment laws. Must be able to perform all assigned responsibilities under “grey sky” requirements. Ability to work in a matrixed environment and on a team.

Travel: Travel may be required.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment will consist of moderate noise (i.e. business office with computers, phones and printers, light traffic). The employee must have the ability to work in a small cubicle and can sit at a computer terminal for an extended period of time.
DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

Apply now! Joining our team will provide you with the opportunity to make a difference every day.


Please use Google Chrome or Mozilla Firefox when accessing Candidate Home.

The American Red Cross is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.