



**JOB ANNOUNCEMENT**

As one of the nation’s premier humanitarian organizations, the American Red Cross is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. We depend on the many generous contributions of time, blood, and money from the American public to support our lifesaving services and programs. At the Red Cross, there is no such thing as a small disaster. In every single case it is the Red Cross’ mission to help people affected by disaster meet their emergency needs that include shelter, food, clothing, and health and mental health services.

We are currently seeking an Interim Regional Preparedness Coordinator. This position will be based out of Chicago, Illinois office. This is a temporary position (approximately 12 weeks) with no benefits.

***To learn more about the position, application process and benefits offered please visit the website below.***
<https://americanredcross.wd1.myworkdayjobs.com/American_Red_Cross_Careers/job/Chicago-IL/Interim-Regional-Preparedness-Specialist_RC45880>

(Position Number: RC45880)

**Position Details:**

The Interim Regional Preparedness Coordinator will coordinate and serves as a resource for daily operations of a Chapter program or service.  Acts as a liaison between program or service and its internal and external partners.  Provide support, development and/or leadership guidance to all volunteers.

Responsibilities:

* The successful candidate will assist in supervising the Disaster Action Team (DAT) program for the Chicago and greater Chicago area.
* Carrying out of the response duties will require signing up for regular shifts, some overnight providing support, development, and operational guidance to a team of trained volunteer leaders, volunteers, and partners.
* Will participate in the implementation and development of initiatives to increase Red Cross visibility through program/service delivery.
* Individuals must be customer-oriented, organized, and able to operate with an orientation toward solutions with an external focus, and team orientation.
* Administers local tailoring and implementation of a comprehensive community preparedness program that engages volunteers and other disaster-cycle employees in getting their communities prepared.
* Coordinates and serves as a resource for daily operations of a Chapter program or service.
* Acts as a liaison between the program or service and its internal and external partners.
* Achieve target outcomes derived from national, state, and Regional preparedness metrics.

**Minimum Qualifications:**

**Education:** High School or equivalent required.
**Experience:** Minimum 3 years of related experience or equivalent combination of education and related experience required.

**Management Experience:** N/A
**Skills and Abilities:** Excellent interpersonal, verbal, and written communication skills. Demonstrate attention to detail, accuracy, and thoroughness. Prioritize and plan work activities. Able to deal with frequent change, delays, or unexpected events. Maintain confidentiality and work with integrity and ethics. Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint, and Outlook. Ability to work on a team.

**Travel:** May involve travel

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*The American Red Cross is a nonprofit organization that offers employees growth and development, team spirit, competitive salaries, and a comprehensive benefits package.*

*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.*