

UNITED WAY OF BEMIDJI AREA

Job Description (Non-Exempt)

TITLE: Disaster Recovery & Community Impact Coordinator

REPORTS TO: Executive Director

POSITION SUMMARY:

The Disaster Recovery & Community Impact Coordinator plays a dual role in serving the Bemidji area. In the immediate term, this position focuses on disaster recovery efforts related to the recent windstorm, including case management, resource management, and long-term recovery planning and support.

As recovery efforts wind down, the role will transition into United Way of Bemidji Area's Community Impact Coordinator, overseeing United Way programs, volunteer engagement, and nonprofit partner support.

Also, this position will develop future disaster preparedness plans for the community. If another disaster occurs, the role will reactivate disaster response responsibilities while both maintaining and delegating Community Impact duties.

RESPONSIBILITY OUTLINE:

Live up to United Way of Bemidji Area's mission to transform lives in our community by uniting people and organizations to maximize donor impact.

Disaster Recovery (Initial Focus)

- Serve as a point of contact for disaster-impacted individuals and families to help connect them to resources in a timely and efficient manner.
- Conduct multi-dimensional assessments of client needs.
- Assist clients in accessing disaster relief programs and community resources.
- Provide referrals to appropriate service providers.
- Maintain accurate and confidential client case files, documentation, and reporting.
- Participate in Long-Term Recovery Group meetings and inter-agency disaster coordination.
- Track disaster fund distributions, service outcomes, and community impact.
- Coordinate and support volunteer groups engaged in disaster recovery.
- Develop and maintain disaster preparedness, mitigation, and resiliency plans for United Way and community partners, ensuring readiness for future disaster activation.

Community Impact (Ongoing Role)

United Way Programs

- Lead and facilitate United Way programs (Coats for Community, Holiday Gifts for Kids, Backpack Buddies, Stuff A Bus, Someone Special Volunteer Recogn., Wheel to Work, etc.).
- Recruit, organize, and train program committees.
- Maintain program checklists and timelines.
- Collaborate with partners on program delivery and evaluation.

Volunteer Coordination

- Develop and manage a comprehensive volunteer engagement strategy.
- Recruit, train, schedule, and support volunteers for United Way programs, special events, and community needs.
- Manage volunteer database and platforms for Beltrami, Clearwater & Hubbard counties.
- Create meaningful recognition and retention opportunities for volunteers.
- Partner with local businesses, schools, and civic groups to expand volunteer participation.
- Share volunteer stories and impact through recognition and community updates.

Support Partner Agencies

- Facilitate quarterly partner agency meetings with the Executive Director.
- Understand and assess partner agency needs and gaps.
- Collaborate on capacity-building projects through Beyond the Funding.
- Build meaningful relationships with partner agency staff and participate in partner activities.

DESIRABLE SKILLS AND QUALITIES:

Live the United Way values of integrity, commitment, collaboration and accountability. Have a passion for helping others; be creative, hard-working, and flexible; and be both a leader and a team player. Possess knowledge or experience in disaster recovery, developing initiatives, organizing large meetings/events, and volunteer coordination. Strong interviewing, assessment, written, and verbal communication skills. Ability to respond compassionately to people in crisis while maintaining professional boundaries.

MINIMUM QUALIFICATIONS:

- 2-3 years experience in social work, human services, nonprofit leadership, or related field preferred; or equivalent experience.
- Proven organizational and event coordination skills.
- Strong computer skills (Microsoft Office required; case management software preferred).
- Ability to manage multiple priorities in a fast-paced environment.
- Skilled in community relationship building and collaboration.
- Must hold a valid driver's license, automobile insurance, and have reliable transportation.

POSITION TIMELINE:

- **Phase 1 (0–12 months):** Primary focus on disaster recovery case management and community long-term recovery, while also learning/understanding United Way's scope of work and supporting programs and volunteer efforts.
- **Phase 2 (12–18 months):** Gradual transition into the Community Impact Coordinator role.
- **Phase 3 (Post-18 months):** If performance aligns, position transitions to permanent staff role.
- **Ongoing:** Maintain disaster preparedness and resiliency planning to ensure readiness for future disaster activation.