

Recovery Efforts Missioner

Date: September 20, 2023

Location: Maui, HI

Company: The Episcopal Church in Hawai'i

Status: Full-time, Exempt

Industry: Nonprofit organization

Salary: \$90,000 per year

REPORTS TO: Bishop of The Episcopal Church in Hawai'i

PRIMARY PURPOSE: To coordinate the relief efforts of the ministries of Holy Innocents, A Cup of Cold Water, various government agencies, and other outreach organizations and coordinate communications with the Diocese.

DESCRIPTION: The position provides disaster relief and administrative support to Diocesan entities and interests, in particular, those on Maui.

HOURS: Monday through Friday 8 am – 4 pm, and evening and/or weekend hours as needed.

DUTIES

- Support community efforts in long term recovery, in particular the needs of the Holy Innocents diaspora community
 - Identify ongoing long-term recovery efforts in the area
 - Working with the wider non-profit community, identify and prioritize the unmet needs of disaster survivors with the ultimate goal of full recovery
 - Network and coordinate closely with community partners
 - Attend and participate in unmet needs meetings and activities as appropriate.
 - Work collaboratively with our faith-based and non-profit partners to enhance and prevent duplication of benefits
 - Be the Diocesan representative in land reclamation efforts
- Assist the faith community in their disaster response efforts
 - Expand connections with and identify resources available from local Episcopal Churches
 - Consult with local clergy and lay people
 - Help churches and other organizations identify and build off the existing structures for disaster preparedness, response, and recovery, and continue to develop leadership within said structures
 - Identify and organize opportunities for assistance from volunteer groups outside the area
- Communicate and coordinate activities with the Diocese and other Episcopal organizations
 - Participate in meetings with and report on long-term recovery program to the Bishop, Diocesan governance groups, and to funding organizations where appropriate
 - Maintain accurate records of program activities and expenses
 - Assist in Diocesan disaster preparedness activities as needed

QUALIFICATIONS

Education and Experience:

- A Bachelor's degree or equivalent work experience
- Proven ability in organizing and managing workload and attention to detail
- Three years' work experience doing disaster response or crisis management preferred
- Proven ability in facilitating conversations between opposing groups/demanding personalities

General Requirements, Skills and Aptitudes:

- Awareness and understanding of Hawaiian history, language, and culture (or willingness to seek learning opportunities); an ability to give voice to and incorporate Native Hawaiian perspectives in the course of relief effort planning and execution
- Possess a Hawaii Drivers license with no moving violations
- Ability to identify details and how they fit into the larger picture
- Ability to remain compassionate in the face of frustration, anger, and despair
- Ability to multi-task and handle interruptions
- High level of professionalism, diplomacy, and discretion in matters involving confidentiality

Language Skills:

- The ability to read, write, and speak English is required
- The ability to clearly and effectively communicate via email and over the phone

Computer and Office Equipment Skills:

- Ability to utilize Microsoft Office Suite at a basic level or better
- Ability to use Adobe Acrobat Pro, especially e-signatures
- Ability to use Zoom

Physical and Mental Requirements:

- Spend long hours sitting and using office equipment and computers
- Lift supplies and materials from time to time (approximately 35 lbs)

Background Check

Because this person will be working with sensitive information, a background check will be required and must be passed.

AAP/EEO Statement

The Episcopal Church in Hawai'i provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or gender.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.