



California Animal Welfare Association

Promoting Excellence in Animal Care, Sheltering, and Law Enforcement since 1909

CONTRACTOR TITLE: Disaster Program Manager

REPORTS TO: CEO

VISION: The California Animal Welfare Association (CalAnimals) is committed to helping animal welfare agencies throughout the state achieve success in meeting the needs of animals and people in their communities.

OVERVIEW: As an independent contractor working remotely, reporting to the CalAnimals CEO and working collaboratively with the CalAnimals Emergency Management Committee Chair, the disaster program manager will lead the development of resources and improved coordination to support the effective evacuation, care, and reunification of animals with their people during disasters.

HOURS & DURATION: This project has been slated for a 3-year term, with funding provided by the Humane Society of the United States. Full-time hours are anticipated with flexibility to assist members in disaster planning and response. This position is budgeted for 1,920 hours per year x 3 years at a rate of \$70 per hour. Regular reporting will be required to update CalAnimals and HSUS on progress and outcomes. Anticipated travel: 10-25%

EDUCATION and EXPERIENCE:

- At least 5 years' experience managing and leading disaster response efforts for a municipal animal services agency or nonprofit organization with responsibilities for the evacuation, care, and reunification of pets and livestock.
- The ability work effectively with a variety of internal and external stakeholders, communicating diplomatically and respectfully at all times
- Experience in program development
- Exceptional project management skills with attention to timelines, resource management, and the ability to address challenges.
- Excellent organizational skills with the ability to work reliably, productively, and efficiently with limited supervision from a remote location.
- The ability to travel as-needed to meetings, conferences, and active incidents.
- Demonstrate completion of federal and other disaster-related trainings.

SKILLS:

- The ability to create high quality, professional publications and resources.
- Excellent, professional written and verbal communication skills.
- Proven proficiency with technology, including Microsoft products, databases, and conferencing platforms such as Zoom and MS Teams.
- Strong problem-solving skills

CALIFORNIA ANIMAL WELFARE ASSOCIATION

PO Box 249

PENN VALLEY, CA 95946

510-525-2744 * INFO@CALANIMALS.ORG * WWW.CALANIMALS.ORG



California Animal Welfare Association

Promoting Excellence in Animal Care, Sheltering, and Law Enforcement since 1909

WORKING ENVIRONMENT: Generally working remotely and independently. Extensive communication by phone, email, and Zoom. Possible exposure to infectious organisms, animal waste, chemical materials requiring OSHA Material Safety Data sheets and potential hostile persons and vicious animals.

PHYSICAL REQUIREMENTS: Ability to lift and carry 50 pounds for 50 feet; bend and reach; work in an environment with daily changes in climate. Must have current California Driver's License and a vehicle to travel as needed to meetings or active incidents. Mileage will be reimbursed.

DUTIES and RESPONSIBILITIES:

Active Incident Response

- Conduct outreach to regions affected by active incidents to offer assistance.
- Organize regular check-in calls during active incidents with the affected parties and the CalAnimals Emergency Management Committee.
- Provide on-site assistance, depending upon need and availability, during active incidents.
- Conduct outreach to CalAnimals members as needed, organizing information about resource needs and personnel assignments.
- Work collaboratively with CEO and Emergency Management Committee Chair on public statements, communication, or relevant interviews related to disaster response.
- Conduct post-event surveys to assess satisfaction with assistance offered through CalAnimals.

Relationships

- Serve as primary liaison representing CalAnimals with CalOES, CDFA, CalFire, CARTs, and CVET.
- Ensure representation/participation on coalitions and task forces in partnership with CalAnimals Emergency Management Committee.
- Assist CalAnimals in the development and improvement of collaborative relationships.
- Ensure clarity around the use of EMMA and LEMA systems.
- Work collaboratively to ensure that resource-typing is completed.
- Assist CalAnimals in the evaluation of any proposed legislation pertaining to disaster response.
- Attend regular symposiums, committee, task force, or other meetings as needed to advance the work of CalAnimals.

Website

- Ensure publicly available information related to disaster response and planning stays current on the CalAnimals website.
- Broaden the amount of online information, training, and resources available to CalAnimals members.

Member Support

- Create and distribute MOU templates.

CALIFORNIA ANIMAL WELFARE ASSOCIATION

PO Box 249

PENN VALLEY, CA 95946

510-525-2744 * INFO@CALANIMALS.ORG * WWW.CALANIMALS.ORG



California Animal Welfare Association

Promoting Excellence in Animal Care, Sheltering, and Law Enforcement since 1909

- Provide direct assistance, support, and leadership to counties/regions statewide in the creation of response plans.
- Facilitate introductions and MOUs among agencies.
- Participate in disaster response calls/meetings for regular program updates and during active incidents.
- Assess technology needs for disaster preparedness and response and make recommendations.
- Establish a recommended training curriculum.
- Secure speakers for trainings and workshops.
- Maintain accurate, timely and well-documented organizational documents in shared data files.
- Carry out all duties in accordance with the organization's policies and applicable laws.
- Support CEO as needed in fundraising efforts and sponsor cultivation and solicitation related to this program.
- Help maintain and support funding with regular reporting about program progress.
- Help maintain social media presence through frequent postings and monitoring of engagement.
- Utilize expertise to identify new opportunities and resources to support the improvement or execution of program goals.

The California Animal Welfare Association does not discriminate on the basis of race, color, national origin, age (over 40), sex, sexual orientation, gender, gender identity, gender expression, marital status, physical or mental disability, medical condition, genetic information, religion, (including, but not limited to, religious dress and grooming practices), family status, ancestry, citizenship, military and veteran status, filing of a workers' compensation claim, or any other legally protected status. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job related factors.

To apply, please submit your resume/CV and cover letter by October 13th to

Jill Tucker at jill@calanimals.org.

CALIFORNIA ANIMAL WELFARE ASSOCIATION

PO Box 249

PENN VALLEY, CA 95946

510-525-2744 * INFO@CALANIMALS.ORG * WWW.CALANIMALS.ORG