

Open Position

Program:	Volunteer Network
Position:	CERT Program Manager – Lake County
Rate of Pay:	\$ 25.00 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Open Until Filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

We invest in people through community action.

North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482

POSITION DESCRIPTION

POSITION TITLE:	CERT PROGRAM MANAGER
PROGRAM/DEPARTMENT:	VOLUNTEER NETWORK (VN)
REPORTS TO:	VOLUNTEER NETWORK PROGRAM DIRECTOR
SUPERVISORY RESPONSIBILITY:	YES - VOLUNTEERS
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	8742

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general direction of the VN Program Director, the Community Emergency Response Team (CERT) Program Manager (CERT PM) is responsible for planning and conducting various CERT trainings and workshops within a designated geographical area. The CERT PM is also responsible for providing logistical and administrative support and for collaborating with various individuals and organizations to facilitate the establishment of a local active CERT program with specific emphasis on reaching those vulnerable populations designated in the California For all Emergency Preparedness grant.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Plans and coordinates CERT trainings, drills and workshops that at a minimum meet the Deliverables requirements of the grant Scope of Work.
2. Assists with the development of training curricula using as appropriate the materials and resources provided by the CA For All Emergency Preparedness Public Outreach and Education Campaign.
3. Obtains, organizes and distributes all necessary equipment, supplies and materials to support CERT volunteers, and planned training sessions, workshops and drills.
4. Maintains data and records of all trainings, workshops and events to meet reporting requirements of grant using forms and documents as provided by California Volunteers as appropriate; updates CERT database as appropriate.
5. Creates an outreach and public relations plan that aligns with NCO Communications Guidelines; collaborates as appropriate with NCO Communications staff; and, responds in a timely manner to requests from community members regarding publicized CERT programs and trainings.
6. Assists designated NCO staff members with the preparation of documentation for grant reimbursement related to CERT activities, programs, and resource needs.
7. Attends monthly CERT meetings and reports all pertinent details related to the CERT Training program and the emergency preparedness outreach.
8. Participates in the development and on-going support of collaborative partnerships with government, business, non-profit, and community members throughout the district to further the goals of the program.
9. In coordination with designated VN team members, recruits, trains and supervises lead CERT volunteers; maintains all volunteer records as required for grant reporting; and conducts monthly meetings with the CERT leads.
10. Attends community meetings and/or outreach events including, fairs, festivals, national campaigns and other Emergency department activities related to CERT or other department programs.
11. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
12. Establishes and maintains effective work habits, including:
 - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Treats co-workers and clients with respect.

- Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Is able to adapt constructively to change.
 - Dresses appropriately for the assigned job duties and responsibilities
13. Other duties as assigned.

III. JOB QUALIFICATIONS

1. Possession of a Bachelor's degree from an accredited college or university in a related field OR an equivalent combination of education and experience including a minimum of two (2) years of full-time, increasingly responsible experience in program management and/or administration with at least one (1) year of this experience providing lead or supervisory direction to staff, interns or volunteers is required.
2. Knowledge, experience, current certification and/or training in the following key areas is highly desirable:
 - CERT training
 - Grant funded programs, including report writing, planning, implementation and evaluation.
 - Emergency services administration, program development, evaluation and or work or volunteer experience
 - Applicable local, state and federal laws and regulations to ensure legal compliance with emergency services plans.
 - Municipal governments and organizations including ICS/SEMS and NIMS.
 - Techniques of training and public speaking.
 - Public relations and marketing strategies.
 - Technology trends and techniques in the areas of emergency and disaster preparedness, mitigation, response, and recovery.
 - Principles of management, supervision, training and community education and organizing.
 - Experience with public education and community outreach activities.
 - Experience with utilization and organization of volunteer groups, including principles and practices of supervision of volunteers.
3. Must have excellent organizational skills and an ability to prioritize and perform duties efficiently and accurately and meet deadlines; ability to work both independently and in collaboration with others is essential.
4. Demonstrated ability to develop and maintain good working relationships with a wide variety of people and personality types including community members and public officials; able to provide and support a vision and to direct others.
5. Possession of a basic understanding of accounting processes and practices is preferred.
6. Ability and willingness to take direction and work with supervisor to ensure priorities are correctly aligned with required grant outcomes.
7. Must possess excellent oral and written English language communication skills and the ability to consistently communicate in an effective and professional manner with individuals and groups of varying sizes.
8. Demonstrated proficiency in using computers and other office technology at a level to successfully accomplish the specific duties and responsibilities of the position is required; experience with Microsoft software products is preferred.
9. Ability to work flexible hours for scheduled weekend or evening activities as needed.
10. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and supervise volunteers.

2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may regularly lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid state issued driver’s license and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will frequently use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and include the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Received by:

Name (Print & Sign)

Date