



Network of Jewish Human Service Agencies

Crisis Response Program Manager

Part-time, grant funded position (24 hours/week)

The Crisis Response Program Manager serves as The Network's professional responsible for strengthening member agencies' capacity for crisis preparedness and response through utilization of best practices. Responsibilities may include, but are not limited to, identification, development, and dissemination of critical professional development and capacity building offerings, tools, and strategies for members and sector partners.

This position is grant funded as a pilot for two years and may be extended based on need and successful outcomes.

The Network serves as the leading voice for the Jewish human service sector. As the go-to resource for advocacy, best practices, innovation and research, partnership and collaboration, The Network strengthens agencies so they can better serve their communities.

Read more about our mission, vision, core values at <http://www.networkjhsa.org/>

Key Responsibilities include:

Reporting to the Vice President, Operations, Innovation, and Research, this position will:

- Research and document best practices related to crisis response in the human service sector.
- Identify, and distribute best practice initiatives for member agencies and sector partners to utilize before, during and after an emergency or crisis, such as coordinated community plans, templates, roadmaps, and asset mapping tools.
- Work with member agencies with expertise and experience in both preparing for and responding to crises to collate their materials and resources.
- Develop, curate, and manage all Network crisis preparedness and response program content and Network offerings (NetTalks, NetLabs, NetGroups etc.).
- Maintain, and update as needed, The Network's Emergency Preparedness Toolkit and develop and administer trainings for members on its use.
- Support and facilitate member access to the Emergency Preparedness Toolkits and templates.
- Facilitate NETGroups and Communities of Practice as needed.
- Actively engage with crisis response data collection through various methods to strengthen Network advocacy efforts and garner broader support.

Position Requirements include:

A successful candidate will have experience in crisis management with an understanding of how crises may affect individuals, human service providers, and communities. A successful candidate will also highlight strong leadership skills with an ability to inspire and motivate others during challenging times.

- Master's degree in a relevant field such as social work, public health, emergency management, public administration, or a related field.
- Minimum of 2 years, 5 years preferred, of experience in crisis response, emergency management, or a related field.
- Experience in program development and implementation; specifically learning opportunities.
- Experience in managing complex projects involving multiple stakeholders.
- Experience working with nonprofit organizations or community-based organizations is desirable.
- Knowledge of best practices and emerging trends in crisis response and resiliency.
- Excellent communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
- Strategic, analytical, and critical thinking skills to assess sector needs and develop appropriate response strategies.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work independently and as part of a team in a fast-paced environment.
- Ability to travel occasionally for meetings, conferences, or site visits.

The Network is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of the essential job functions (with or without a reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.

The salary range for this 24 hours/week, part time position is \$40,000-\$50,000 based on education, experience, and licensure.

If you are interested, please send a cover letter and resume to HR@networkjhsa.org.