

Position Title: Mitigation and Recovery Specialist

Reports To: Spartanburg Long-Term Recovery Group (SLTRG) Steering Committee

Location: Spartanburg, SC, with occasional travel as needed

Employment Type: 1-Year Contract (No Benefits)

Pay Rate: \$60,000-\$70,000 annually based on experience, paid at a monthly rate upon submission of deliverables

Position Summary:

The Mitigation and Recovery Specialist will lead the creation, organization, and facilitation of a comprehensive countywide recovery program, focusing on disaster recovery efforts in Spartanburg County. This role involves coordinating with community stakeholders, government agencies, nonprofits, and other organizations to ensure a collaborative, sustainable, and efficient recovery process for individuals and communities impacted by emergencies or disasters.

The Mitigation and Recovery Specialist will also help identify and pursue projects aimed at reducing the impact of emergencies and disasters, while managing long-term recovery efforts and grant opportunities.

Note: This is a contract position for a one-year term, with no employee benefits offered, including but not limited to health insurance, retirement plans, or paid time off.

Key Responsibilities:

1. LTRG Development and Coordination

- Lead the creation and facilitation of a countywide recovery program to address the unmet needs of the community.
- Establish the policies and procedures for the Long-Term Recovery Group (LTRG), ensuring inclusivity and efficiency.
- Coordinate with local, state, and federal agencies (e.g., FEMA, SC Office of Resilience) and other organizations in the implementation of an LTRG and work toward its goals.

2. Disaster Recovery Planning and Implementation

- Develop and oversee a comprehensive long-term recovery plan, ensuring it addresses housing, case management, financial assistance, and other support services.
- Track the implementation of recovery initiatives, identifying service gaps and resolving recovery barriers.
- Provide support to the recovery efforts of Spartanburg County, focusing on community needs and resilience.

3. Collaboration and Stakeholder Engagement

- Serve as the primary liaison between LTRG and local, state, and federal agencies, including emergency management entities.
- Build and maintain relationships with nonprofits, faith-based organizations, businesses, and community stakeholders.
- Facilitate regular meetings, workshops, and trainings to strengthen collaboration and alignment.
- Foster relationships with Non-Governmental Organizations (NGOs) and community partners across the county.

4. Community Outreach and Advocacy

- Conduct community needs assessments and design outreach strategies to engage impacted individuals and communities.
- Assists local nonprofits, municipalities, rescue squads, fire departments, law enforcement agencies and other county departments in assessing areas of weakness and creating mitigative solutions for those weaknesses.
- Create and maintain a website for Spartanburg County Volunteer Organizations Active in Disaster (SCVOAD), and represent Spartanburg County at state and national VOAD meetings.
- Participate in Spartanburg County Volunteer Organizations Active in Disaster (SCVOAD) meetings and foster relationships with local community partners.

5. Grant Writing and Fundraising

- Serve as the grant writer for all mitigation and recovery grants, working closely with Spartanburg County Emergency Management staff and community partners.
- Identify and pursue grant opportunities in collaboration with LTRG and other local stakeholders.
- Administer and manage Mitigation and Recovery-related grant activities.

6. Emergency Operations and Staff Support

- Act as the ESF 14 Lead for Long-Term Recovery and contribute to ESF 5 (Emergency Management) and ESF 18 (Donated Goods and Volunteer Services).
 - This requires contractor to report to the Emergency Operations Center in the event of a significant emergency and or disaster.
- Serve in a General Staff role (Admin/Finance Chief) during Emergency Operations Center (EOC) activations, overseeing financial and administrative aspects of emergency response and recovery.
- Support the development of training programs and mutual aid partnerships focusing on mitigation and recovery.

7. Reporting, Accountability, and Compliance

- Maintain detailed records of meetings, decisions, and progress, ensuring transparency, accountability, and compliance with regulatory requirements.
- Provide regular updates and reports to stakeholders, funders, and community members.

Qualifications:

Education and Experience

- Bachelor's degree or relevant experience in Emergency Management, Social Work, Public Administration, Nonprofit Management, or in a related field.
- Minimum of 2-4 years of experience in disaster recovery, emergency management, community organizing, or a related area.

Certifications and Licenses

- May be requested to obtain certifications as identified by Emergency Services, the LTRG, or SCVOAD. These may include, but are not limited to, CPR, First Aid, Blood Borne Pathogen, IS100, IS200, IS700, IS800.
- FEMA certification and relevant disaster recovery certifications are a plus.

Skills and Competencies

- Strong leadership and facilitation skills, with the ability to build consensus among diverse stakeholders.
- Excellent communication skills (both written and verbal) and experience in public speaking and community engagement.
- Proficiency in project management, including budget oversight and timeline management.
- Knowledge of FEMA guidelines, case management practices, and disaster recovery processes.
- Experience with website management and basic technology tools (e.g. Wix platform).

Personal Attributes

- Highly organized, empathetic, and community-focused.
- Adaptable and resourceful, able to thrive in high-pressure situations.
- Committed to fostering collaborative partnerships.

Working Conditions

- Flexibility required for evening and weekend meetings/events.
- Occasional regional travel required.
- The position involves light physical work, including some lifting, walking, and possible exposure to extreme environmental conditions (e.g., cold, heat, noise, PPE use).
- This position does not offer any employee benefits, including but not limited to health insurance, retirement plans, or paid time off. The selected candidate will be engaged on a contract basis.