MISSION:
The mission of CADRE is to strengthen coordination of the disaster response and recovery efforts of non-profit, faith-based, government, private and other disaster relief entities in Santa Clara County, through partnerships, planning, training, exercises and emergency activation.

POSITION: Director of Training and Community Resilience (TCR)
Reporting to the Executive Director, the TCR Director will have overall responsibility for CADRE’s training and planning efforts to execute CADRE’s mission.

Annual Salary Range: $50,000 to $100,000

Summary of Duties and Responsibilities: The position will
- Interface and build relationships with nonprofits, faith-based organizations, social service groups, private sector businesses and government agencies active in disaster preparedness, response and recovery throughout Santa Clara County.
- Be a representative of the organization, serving to build the CADRE brand, provide training and resilience support to community based and nonprofit organizations and collaborate with government partners.
- Be responsible for all aspects of development and execution of CADRE training and community resiliency projects.

This is an exempt position. Candidate must be willing to work occasional evening and weekend workshops, meetings and client services.

Leadership & Operational Management
- Participate in regional networks, collaboration and coordination activities with local governments and State agencies in promoting the resiliency programs of CADRE and integrating CADRE programs with regional preparedness and response structures.
- In time of a disaster activation, the TCR Director will be a primary representative to the SCC Emergency Operations Center and other local jurisdictions for emergency management and coordination.
- Mentor and train additional training outreach team members, as appropriate.
- Provide mentoring to individual organizations related to agency emergency planning, training and exercise development/delivery, relationship building with local government for disaster readiness and operational coordination.

Administrative
- Ensure all grant funded trainings and activities are properly tracked and documented for the funder.
- Develop an annual training budget.

Communications
- The TCR Director will assist with the development of community education and public information materials and develop strategies to share information with the community.
- Maintain training/education portions of CADRE website.
Programs and Planning

- Working with the ED and Board, the TCR will strive to identify gaps in resiliency, and develop plans/processes to address.
- Develop and conduct training workshops, forums and conferences that support communication, coordination, collaboration and cooperation and promote community resilience including, but not limited to, Access and Functional Needs, Emotional Resiliency, Food, Case Management/Recovery, Donations Management, Volunteer Management, Mass Care, Immigrant/Cultural Support and Faith Communities.

Qualifications

- **Desired Qualifications:** BA or BS required. Demonstrated experience in effective project management required. Demonstrated experience in community organizing, engaging diverse communities, and bringing together a variety of stakeholders for collaboration to solve common problems facing the community preferred. Demonstrated experience in organizing and facilitating training (including in a virtual environment) and identifying subject matter experts preferred. Experience working in disaster preparedness and response environments is preferred. Experience working in post-disaster environments including long-term recovery is preferred. Experience writing and administering grants is preferred.
- **Language and Communication Skills:** Excellent interpersonal skills including but not limited to: verbal and written communication, public speaking and comfortable with virtual meetings and events. Fluent in two languages is preferred. Effective public speaker, being able to communicate clearly and persuasively in front of large audiences. Be able to listen and respond with respect, consideration, and tact during public forums. Ability to engage and work effectively and with cultural sensitivity towards people of diverse ethnic, cultural, religious, age, and economic backgrounds. Knowledge and skill using social media channels preferred.
- **Computer Skills:** Proficiency in Microsoft suite (i.e., Excel, Word and PowerPoint, Teams) and Internet usage. Understanding and comfort using collaboration platforms such as Google Documents, Dropbox and Google Drive, Zoom and other online meeting, communication, and webinar tools. Familiarity with WordPress and website management is preferred. Familiarity with webinar accessibility tools and requirements.
- **Automobile and valid CA driver’s license, auto liability coverage according to the agency requirements.**
- **Able to lift 20 pounds.**

Equal Opportunity Employer:

All persons are entitled to equal opportunity and personnel or management decisions should be based on merit, qualifications, and the needs of the position, and that the best qualified applicant or employee should be selected. The organization does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.