



# Network of Jewish Human Service Agencies

## **Director of Crisis Response**

*Part-time position with 24 hours/week*

The Director of Crisis Response serves as The Network's lead professional responsible for ensuring sector preparedness and response. Responsibilities may include, but are not limited to, monitoring and analyzing sector need to inform Network response strategies, development, and dissemination of critical tools for members and sector partners and serving as a single point of contact and liaison to all relevant stakeholders before, during and after crises that may impact one or more communities.

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:

- Develop the Network's evolving crisis preparedness and response strategies to support member agencies and their communities.
- Research and document best practices related to crisis response.
- Develop tools and processes to ensure The Network is proactive, as well as reactive in identifying critical needs and supporting its members and the sector before, during and after each emergency.
- Develop, 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.
- Maintain, and update as needed, The Network's Emergency

Preparedness Toolkit and develop and administer trainings for members on its use.

- Develop, curate, and manage all Network crisis preparedness and response content and Network offerings (NetTalks, NetLabs, NetGroups etc.).
- Facilitate NETGroups and Communities of Practice as needed.
- Serve as the liaison and single point of contact for members, partners, Jewish Federations, and related stakeholders regarding crisis preparedness and response. This includes - monitoring email and phone calls and attending external stakeholder and coalition meetings to respond to questions, provide resource navigation, and monitor evolving needs.
- Serve as single point of contact at The Network for member agencies in need, assessing needs and offering assistance.
- Support and facilitate member access to the Emergency Preparedness Toolkits and templates.
- Serve as the liaison between member agencies and HIAS, JFNA and other stakeholders related to displaced persons.
- Monitor and triage requests for assistance sent to The Network's White House Intake email box.
- Serve as The Network representative on JFNA's emergency committee and coordinate needed relief and response efforts with Federation and member agency staff.
- 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 hold 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 and bring a sense of calm when needed.

- 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.
- Demonstrated experience in developing and implementing crisis response strategies and plans.
- 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.
- Flexibility to work outside of regular business hours in case of emergencies or crisis situations.

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.

If you are interested, please send a cover letter and resume to [HR@networkjhsa.org](mailto:HR@networkjhsa.org). The salary range for this 24 hours/week, part time position is \$40,000-\$50,000 based on education, experience, and licensure.