



United Way of
Northern California

Wildfire Resource Contractor

- Contract position up to 40 hours per week through December 31, 2021 (with possible extension)
- Reports to the Disaster Services Manager
- Salary \$15-20/hour, commensurate with background and experience
- Position is remote. Ideally the contractor will live within Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama or Trinity counties.

The Mission and Opportunity

United Way of Northern California (UWNC), based in Redding, fights for the health, education, and financial stability of all residents in its nine-county territory. UWNC aims to expand operations fully throughout the region, providing residents access to its programs, and to as many resources necessary to promote safety, health and prosperity. Services include, but are not limited to, crisis and disaster relief and recovery; financial literacy; retirement savings and health care enrollments.

Principal Job Responsibilities

- Communicate with organizations providing wildfire incident and resource information to assist and support the transmission of such information and referrals to the public.
- Update and coordinate program information on the 211 NorCal platform.
- Assist in maintenance of resources, entering agency and program changes.
- Assure that data is entered correctly and follows all guidelines,
- Provide resource and project support for Public Safety Power Shutoffs and Disaster Response.
- Provide support as needed for client enrollment into Stable Housing Opportunity Program (SHOP), RV Assistance Program, and/or other Disaster Service programs or projects; assist clients and partnering agencies as they move through the recovery process; take steps to connect and develop relationships with partner agency liaisons. Assist in ensuring that UWNC meets set expectations and objectives for all disaster related funding distribution.
- Provide Administrative support for UWNC's engagement and work in regional Long-Term Recovery Groups (LTRGs) and Volunteer Organizations Active in Disaster (VOADs).
- Attend meetings as needed involving wildfire response partners, including non-profit organizations and key public and private sector agencies.
- Assist in disaster relief and recovery activities. This can include activities related to wildfire relief, COVID and other public emergencies.
- Other duties as assigned.

Preferred Skills and Attributes

- Flexible and adaptable.
- Personable; works well in a team environment.
- Excellent customer service skills.
- Adept at multi-tasking.
- Strong skills in communication and documentation over the phone and computer.
- Comfortable and effective in interactions with individuals from diverse backgrounds and varying socio-economic circumstances.

Qualifications

- Minimum AA degree or equivalent experience.
- Minimum two years of experience in the non-profit or social services fields.
- Customer service experience desirable.
- Disaster relief and recovery experience a plus.
- Experience in professional and public interactions with a wide variety of diverse populations.
- Experience in public speaking, presentations and community engagement.
- Demonstrated computer abilities. Proficiency in Microsoft Office suite, especially Word, Excel, PowerPoint; webpage and social media background a plus.
- Bilingual / multilingual a plus.
- Must possess valid driver license and reliable, insured transportation.
- Must be able to work comfortably on a keyboard through an eight-hour shift.
- Must be able to lift and carry up to 15 pounds.

This position requires availability for nights and weekends and may require occasional travel throughout the UWNC region. UWNC is an Equal Opportunity Employer. Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks.