



ADRN Planning Section Chief Job Description

JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. ADRN seeks a full-time exempt Planning Section Chief (PSC) to be based in Austin, Texas. The PSC will report to the ADRN's Chief Operating Officer (COO) and provide direct support to the COO. The COO leads the Catastrophic Ready Strategic Initiative designed to build a Life Sustaining Church Network. The PSC is responsible to develop and implement plans to transition the organization from a centralized response organization to a decentralized response organization in support of the Life Sustaining Church Network Objective. The PSC is responsible for the development of planning options, oversight of the primary units (Resources, Situation, Demobilization and Documentation) and to forecast and anticipate resource needs. The PSC is responsible for providing planning services and supervising the Planning Section activities during an incident.

PROJECT:

This job is a component of ADRN's Prepare Greater Austin Fund project. This project is currently funded through early 2024 and may be extended as necessary if donated funds permit.

RESPONSIBILITIES:

- Develop Operational Data Metrics, Collection, Reporting Schedules and Management Systems
- Establish and Implement Situation Status Reporting Systems
- Develop Resource Requirement and Resource Management Systems
- Identify Task/Strike Force Assembly Requirements and Operational Protocols
- Develop and Implement an Incident Status Communication System
- Establish Mutual Aid Agreements, MOU's and LOI's for Supplemental and Supportive Operations
- Develop Sheltering and Mass Care Plans
- Research FDA Site Requirements and Local Governmental Health Requirements for Food Preparation and Distribution
- Identify and Develop Mass Feeding Plans
- Identify and Develop Technical Specialist Units
- Establish Demobilization Guidelines for Sector Operations
- Provide oversight for Staff Readiness (Response and Non-Response Teams)
- Ensure existing Call Center (Physical and Virtual) Readiness
- Ensure existing Disaster Assessment Team (DAT) Readiness
- Ensure existing HAM communications Readiness
- Develop CERT Deployment Operational Tools and Systems

- Establish a Planning Section Volunteer Core Team
- Assist COO with Organizational Readiness
- Ensure integration of all Catastrophic Ready sections

QUALIFICATIONS:

- A post-secondary-school degree or certification (preferred)
- Experience in an emergency-management or disaster-response related field (preferred)
- Experience working in the nonprofit sector (preferred)
- Completed FEMA’s independent study classes IS-100, IS-200, and IS-700
- Have demonstrable content development and writing skills
- Have well-developed interpersonal skills
- Have strong time-management and organizational skills
- Proven ability to drive process improvement, including the effective use of technology and automation
- Have the ability to be flexible and work efficiently in a sometimes rapidly changing environment
- Must be able to work flexible hours beyond the normal schedule when necessary
- Have the ability to prioritize and accomplish assigned duties within allotted timeframes
- Understanding, influencing, and serving others are important attributes in this position
- Have the maturity and ability to discuss difficult situations, both work expectations and any survivor interactions/stories, with management
- Demonstrable skills with and/or ability to quickly learn software applications utilized by ADRN:
 - Microsoft Suite applications (Word, Excel, PowerPoint, etc.)
 - Google Workspace (Docs, Sheets, Slides, Drive etc.)
 - Adobe (Acrobat Pro)
 - Slack - communication platform
 - ASANA - workflow management platform
 - Others as needed

WORK ENVIRONMENT:

- This is an onsite office-based position at ADRN Headquarters (HQ), with the ability to work from home up to 1-2 days per week with COO permission.
- The physical demands of the job are those typical of an office environment. Employees may be asked to participate in field response efforts when the organization is supporting active disaster responses.

KEY EXPERIENCE:

- Excellent interpersonal skills
- Resourceful and innovative problem-solving skills
- Incident Command System leadership

Organizational Expectations of Staff:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.

- Seek God’s face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God’s face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN’s emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another
- Willingness to accept our Statement of Faith

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

Work Authorization

Employees must be authorized to work in the United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume to: HR@ADRNTX.ORG