

Southwest Florida Regional Planning Council

Position Title: Disaster Recovery Coordinator

Salary Range:
\$52,000 annually

Job Description:

This is a grant funded contractual one-year position with a salary of \$52,000 annually. Under the general direction of the Executive Director, the Disaster Recovery Coordinator (RERC) performs technical and professional work involving gathering information, evaluating, and reporting data for the purpose of assisting small to mid-sized local businesses, growers and agencies throughout Southwest Florida to recover from the devastating impacts of Hurricane Ian. This professional position requires knowledge of stakeholder engagement, project management, grant writing, county and municipal operations. The main responsibility of this position is to assist small to mid-sized businesses and growers in identifying and applying for funding to support recovery from Hurricane Ian. We have repeatedly been informed that the paperwork to apply for funding assistance is too onerous for small businesses and growers that lack the resources and capacity to submit applications. This position will assist with identifying, writing and monitoring applications to assist these small businesses and growers.

The preparation for and recovery from Hurricane Ian stressed resources both locally and regionally in Southwest Florida. As agencies and jurisdictions continue to recover and prepare for a “new normal”, important conversations regarding gaps, opportunities and planning for better resiliency is at the forefront of this region. As a regional convener with programs from emergency management to economic development and resiliency, the SWFRPC is in a position to provide support, expertise and coordination to assist with these conversations and resiliency planning. The Economic Development Administration’s grant funded program will work with small businesses to build capacity and assess needs of the region to better plan for and respond to future hazards and unanticipated disasters and work towards economic resiliency. The SWFRPC is seeking a full-time, limited term Disaster Recovery Coordinator.

Findings, best practices and strategies developed through this project will be integrated into the development of the Southwest Florida Region. The Coordinator may also participate in any special activities that will assist the Southwest Florida Region with post disaster economic recovery efforts including coordination of initiatives that are developed during the term of this position. Additional services, tasks and analysis that may arise through the process may include the development of plans or modification of existing plans to address issues identified during.

Essential Duties:

1. Convening and facilitating meetings of key stakeholders in the recovery and planning process to aid in prioritizing, aligning and coordinating resources/assets;
 - Identify small businesses and growers from each of the six counties serviced by SWFRPC (including municipalities located in each county);
 - Identify regional resources and assets available for disaster recovery and economic resiliency.
 - Assist in prioritizing, aligning and coordinating resources/assets;

- Identify business partners within the region;
 - Assist in creating public/private partnerships.
 - Make all reasonable efforts to reach diverse audiences and ensure access to programs
2. Providing direct assistance to navigate and leverage resources, meet/comply with the respective requirements and complete other analysis or tasks identified through the process.
 - Assist local businesses in navigating and leveraging local, state, federal and other economic and/or resiliency resources;
 - Collaborate with local government and public agency staff to raise awareness of initiatives
 - Research and advocate for integrated solutions through planning and policy development
 - Prepare funding applications for small businesses, monitor the application process and assist small businesses once funding is awarded with reports and implementation
 3. Convening and sharing of findings and best practices related to needs and resiliency with federal, state, regional and local partners through periodic location based and web-based meeting or calls.
 - Through research and daily observations, identify lessons learned and best practices related to the economic needs and economic resiliency.
 - Convene periodic meetings or calls with local, regional, state and federal partners to share best practices
 4. Assist with a variety of projects related to economic resiliency including, but not limited to:
 - Integrating best practices and strategies into the development of the CEDS (Comprehensive Economic Development Strategy) for the region.
 - Work on economic development strategic plans and similar documents
 - Create and/or contribute to county wide asset mapping to identify strengths and weakness
 5. Assist with a variety of projects related to disaster planning and recovery.
 6. Additional services as identified responding to the region's disaster and economic resilience.

Qualifications:

- Ability to work independently and collaboratively, to quickly synthesize information and identify needs and resources and the build effective coalitions
- Strong skills in facilitation, verbal and written communications, and research
- Excellent project management and organizational abilities
- Experience with Regional Planning, Community Development, Economic Development, Public Administration or a combination of education, training and experience that provide the required knowledge, skills and abilities.
- Proficiency with Microsoft Office programs and virtual platforms.

- A valid Florida Driver's License is required.

General: This position requires a self-motivated, well-organized individual with strong oral and writing skills, the ability to synthesize data and present ideas and results. Must be familiar with state and federal statutes and programs relating to economic development, disaster response and emergency management. Ability to establish and maintain successful working relationships with community and government agencies, staff and the general public is essential. Travel in the six-county region will be required.

How to apply

Review of applications begins on January 4, 2023. Send your application consisting of: a cover letter, resume, and contact information for three professional references (indicate relationship to you) to Margaret Wuerstle at mwuerstle@swfrpc.org . In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email with subject line "Disaster Recovery Coordinator". Electronic submissions only; incomplete applications will not be considered.