

JOB ANNOUNCEMENT PROGRAMS & SERVICES SPECIALIST POSITION DESCRIPTION

(Full-Time Position)

The Programs & Services Specialist works under the direction of the Programs and Services Director to develop and implement programs, services, and initiatives that help communities be prepared for all types of disasters. This is a community-driven position that collaborates with various faith, community, and public agencies to make a difference in the Inland Empire. This position necessitates someone equipped with a positive attitude and looking for an opportunity to be creative, a leader, and work in a team environment.

Knowledge, Skills, and Abilities Required

- Experience with creating curriculum for online training delivery utilizing on-demand, virtual reality, and in person training options;
- Ability to work with diverse and multi-disciplinary teams;
- Excellent time-management and organizational skills;
- Outstanding verbal and written communication skills;
- Detail-oriented and efficient;
- Must be self-motivated and able to multi-task; and
- Have good interpersonal and organizational skills;
- Must have excellent problem-solving skills

Minimum Qualifications

- High School Diploma with 3-5 years of experience in management or possess a Bachelor's Degree in communications, business, or related fields
- Preferred experience: 3-5 years within a non-profit organization

Note: Currently, works from home



ABOUT BUILDING RESILIENT COMMUNITIES

- Organized as a 501(c)(3) Nonprofit, May 2013
- BRC's reason (Why) for existence is to fulfill our foundational scriptures of **Isaiah 58:12 NLT** and **Isaiah 61: 1 & 3 NIV**. Our way of addressing our foundational scriptures is to identify systemic problems that cause communities to be disadvantaged and vulnerable in times of disaster.

Vision Statement

Building Resilient Communities envisions a world where communities are filled with hope, overcome adverse conditions, are prepared for disasters, and recover from disruptive experiences.

Mission Statement

Building Resilient Communities provides disaster preparedness training and resources to remove barriers that unfairly affect people in times of disaster.

APPLICATION DEADLINE OPEN UNTIL FILLED

How to apply: Send all job inquiries including requests for an application to: amry@brcus.org or for questions or other information: Call 909.712.5956 Pay for this position is \$25 per hour (40 hours/week).