



Mississippi Commission for Volunteer Service (MCVS) Job Description

Agency Job Title: Volunteer & Disaster Services Officer

Position Type: State Government, Non-State Service

Annual Salary: \$33,600.00 - \$57,330.00

MS State Personnel Board (MSPB) SEC2 Equivalent

Family Description: Jobs in this family work on emergency management programs designed for mitigation, recovery, coordination, and preparedness for emergencies and natural/human-made disasters.

Emergency Management Officer II

OCCU: 9675

Pay Grade: MS08

Second level professional position responsible for planning, developing, and implementing a statewide emergency management program area. Incumbents may assist with complex emergency and disaster programs and/or operate as project team leaders. Incumbents participate in the development and coordination of emergency management planning. Employees also respond to emergencies and disasters and provide public and/or individual assistance, review and process requests for information or assistance, and coordinate the distribution and tracking of disaster funds and grants.

The Mississippi Commission for Volunteer Service, as an agency of the State of Mississippi, provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Job Summary:

The Volunteer Services Officer is responsible for engaging, supporting, and documenting the impact of an increasing number of Mississippi volunteers, especially those needed to prepare for and respond to disasters. This will be accomplished through the development of community partnerships/networks, disaster response planning, development and growth of the Volunteer Now matching system, support of the Mississippi Voluntary Organizations Active in Disasters network, and volunteer and nonprofit training on disaster response and recovery. The incumbent will assist in developing and maintaining statewide partnerships to ensure a systemic approach to volunteer service, disaster relief, and resource sharing. This position requires the incumbent to travel statewide and out-of-state on an as-needed basis. The Volunteer and Disaster Services Officer reports to the Chief of Staff.

Supervisory Responsibilities:

- N/A

Duties/Responsibilities:

- Maintains program related files and records as requested.
- Drafts and maintains program related policies and procedures, ensuring compliance with applicable local, state, and federal laws.
- Implements MCVS Continuity of Operations Plan (COOP) and coordinate disaster-related effort of MCVS during local response initiatives and Comprehensive Emergency Management Plan (CEMP) activation.
- Assists the Emergency Management Assistance Compact (EMAC) member states as requested and as directed by the State Emergency Operations Center (EOC)
- Serve as agency representative to MEMA under Emergency Support Function 6 and coordinate unaffiliated volunteer requests.
- Serve as an agency representative to the MSVOAD (Voluntary Organizations Active in Disaster).
- Evaluate grant applications to ascertain the allowability, allocability, reasonableness and consistency of recommended costs and assures compliance with terms and conditions of grants, negotiates with grantees to resolve problems, and determines what action should be taken to ensure compliance.
- Formulate and disseminate written documents, guidance, information, and other materials related to the administration of MCVS volunteer programs.
- Develop and implement statewide strategy to increase and track impact of volunteerism among Mississippians (through disaster response and otherwise).
- Oversee the expansion of the Volunteer Now matching platform.
- Builds capacity of volunteers and voluntary organizations to effectively address disaster-related needs.
- Educate public, community, and nonprofit organizations regarding disaster volunteer management, general volunteerism and its impact and benefits, and all mission and program efforts of VM through trainings, outreach, networking opportunities, and other informational presentations and platforms.
- Evaluate and provide feedback for AmeriCorps and other MCVS grant applicants, as requested.
- Acts as a liaison and represents the agency before development, business, industrial, and civic groups and state, local, and federal agencies, as directed.
- Staffs MCVS desk at the EOC and coordinates field operations of MCVS Staff in the event of a disaster.
- Represent the agency at various community and/or interagency meetings and promote existing and new programs and/or policies, as needed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Exceptional verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and delegate tasks.
- Excellent speaking and presentation skills.
- Ability to create and present ideas in a variety of formats.
- Ability to maintain confidential records.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Typically requires a bachelor's degree and 2-4 years of experience.
- Know the philosophy, mission, leadership needs, and planning requirements of the organization.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.