

**The Episcopal Diocese of Los Angeles**  
**(An Equal Opportunity Employer)**

**Position Title: Missioner for Disaster Recovery and Resilience**

**REPORTS TO:** The Bishop Diocesan and the Canon to the Ordinary

**JOB SUMMARY:**

To coordinate the relief efforts from the Eaton and Palisades fires (January 7, 2025) and to administer and facilitate the disaster resiliency program for EDLA, “Climate Connections.”

**MAJOR FUNCTION:**

The position provides disaster relief, administrative support, and informal case management of those most affected by the Eaton and Palisades fires and provides education for the diocese at large on disaster resiliency.

**FSLA Category:** Full-Time Exempt

**DUTIES AND RESPONSIBILITIES:**

Support community efforts in long term recovery, in particular the needs of the congregations most impacted by the Eaton and Palisades fires (St. Mark’s Altadena, St. Barnabas Pasadena, All Saints Pasadena, St. Matthew’s Pacific Palisades).

Liaise between the diocese and the most affected churches including coordinating regular check-ins and managing the fire recovery grant program.

Liaise with Episcopal Relief and Development on behalf of the diocese, including grant management.

Identify community partners engaged in ongoing long-term recovery efforts.

Working with the wider non-profit community, identify and prioritize the unmet needs of disaster survivors with the ultimate goal of full recovery.

Network and coordinate closely with new and existing community partners.

Work collaboratively with our faith-based and non-profit partners to enhance and prevent duplication of benefits.

Represent the diocese in activities related to fire recovery.

Assist the faith community in their disaster response efforts including coordinating connections between affected congregations.

Expand connections with and identify resources available from local Episcopal Church and other faith institutions and organizations.

Help churches and other organizations identify and build off the existing structures for disaster preparedness, response, and recovery, and continue to develop leadership within said structures.

Identify and organize opportunities for assistance from volunteer groups outside the area.

Communicate and coordinate activities with the Diocese and other Episcopal organizations

Participate in meetings with and report on long-term recovery program to the Bishop, Diocesan governance groups, and to funding organizations where appropriate.

Maintain accurate records of program activities and expense.

#### **QUALIFICATIONS Education and Experience:**

- A bachelor's degree or equivalent work experience
- Proven ability in organizing and managing workload and attention to detail
- Proven ability in facilitating conversations between opposing groups/demanding personalities

#### **General Requirements, Skills and Aptitudes:**

- Awareness and understanding of the various socioeconomic, racial, ethnic, and cultural complexities in the Diocese of Los Angeles as well as demonstrable thoughtfulness in how to engage these diverse communities in the course of relief effort planning and execution.
- Possess a California Driver's license with no moving violations
- Ability to identify details and how they fit into the larger picture
- Ability to remain compassionate in the face of frustration, anger, and despair
- Ability to multi-task and handle interruptions
- Ability to remain flexible as the needs of this disaster recovery and resiliency work change and develop
- High level of professionalism, diplomacy, and discretion in matters involving confidentiality

#### **Language Skills:**

- The ability to read, write, and speak English is required
- The ability to clearly and effectively communicate via email and over the phone
- The ability to read, write, and speak Spanish is preferred.

**Computer and Office Equipment Skills:**

- Ability to utilize Microsoft Office Suite at a basic level or better
- Ability to use Adobe Acrobat Pro, especially e-signatures
- Ability to use Zoom

**Physical and Mental Requirements:**

- Spend long hours sitting and using office equipment and computers
- Lift supplies and materials from time to time (approximately 35 lbs.)

**Background Check/Fingerprint Requirement:**

Because this person will be working with sensitive information, a background check/fingerprint will be required and must be passed.

**Additional Remarks:**

Please 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.