

Emergency Relief Coordinator Job Description



Job Title: Emergency Relief Coordinator (Part-Time, Contract)
Report to: Executive Director
Relates to: Office Manager, Finance Manager
Purpose: GC Aid is seeking a highly motivated and skilled individual to join our team as an Emergency Relief Coordinator on a part-time contract basis. The Emergency Relief Coordinator will play a pivotal role in facilitating disaster preparedness and response efforts, supporting GC3, local churches and community organisations.

GC Aid was established in 2008 as an affiliate of GC3 (www.gc3.org.nz). GC Aid has a focus on humanitarian needs to providing for the relief of suffering. GC Aid assists in the transformation of communities both within and outside New Zealand.

Responsibilities:

1. To help GC3 and local churches to prepare and respond to disaster events.
 - Develop educational resources on disaster preparedness, response, and recovery for local communities.
 - Equip community leaders to understand disaster needs and provide strategies to response appropriately.
2. To develop capability and resources to ensure that GC3 can support churches and communities in domestic disaster events.
 - Assist in the development of emergency plans, budgets etc, to ensure effective and efficient execution of relief efforts.
 - Help develop resource packs that we can be used in local area impacted by disaster.
3. To help facilitate and monitor the distribution of Aid relief funds in New Zealand
 - Identify needs and coordinate aid distribution in collaboration with local churches and organisations.
 - Monitor project progress and outcomes to ensure accountability and effectiveness.
4. To develop the accountability processes for the funds distributed from aid.
 - Develop policies and procedures to support and monitor aid relief.

Qualifications

- Strong interpersonal and communication skills, with the ability to establish and maintain positive relationships with diverse stakeholders.
- Knowledge of disaster response principles, community engagement strategies, and project planning.

- Ability to work independently and collaboratively.
- Sensitivity to cultural and social diversity, with a commitment to inclusivity and equity.
- Experience in emergency relief and/or community development.

Application Process

- Interested candidates should submit their CV to michael@gc3.org.nz.