



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE Disaster Recovery Coordinator

JOB DESCRIPTION

The North Central New Mexico Economic Development District (NCNMEDD) is seeking a highly motivated, proactive, and organized individual for **Disaster Recovery Coordinator**. This position is funded by a 36-month technical assistance grant from the U.S. Economic Development Administration (EDA) to bolster NCNMEDD's and its region's capacity in emergency preparedness and response.

This position will help the NCNMEDD region recover from the impacts of the Calf Canyon/Hermit's Peak fire and subsequent flooding by assisting with planning, emergency preparedness, project management, grant administration, funding opportunities, economic development opportunities, and recovery and resiliency efforts. Work will be focused in NCNMEDD's eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties with emphasis on the counties directly affected by the Calf Canyon/Hermit's Peak disaster.

DUTIES & RESPONSIBILITIES

Duty	% of total
Communication with recovery agencies, lines of effort, local and philanthropic efforts	20%
Project management, grant administration and funding opportunities	20%
Economic development	20%
Planning activities, including Hazard Mitigation Plan and other plan development	10%
Special projects and other duties as assigned	20%
Training, technical assistance, and outreach	10%

This is a full-time, temporary position through August 2025 managed from the NCNMEDD Santa Fe office. The employee is expected to work on-site in Mora, San Miguel, and/or Colfax counties several days each week. This position requires travel among the affected counties and the central Santa Fe office.

EXAMPLES OF WORK PERFORMED

- Serve as NCNMEDD's lead in communicating with the NM Department of Homeland Security and Emergency Management (DHSEM) and the US Federal Emergency Management Agency (FEMA) for CC/HP.
- Oversee development of required emergency preparedness, response, and recovery plans for the affected communities, including but not limited to Hazard Mitigation Plans (HMPs).
- Actively participate in lines of effort, recovery activities, philanthropic and community initiatives related to CC/HP, including navigating FEMA public assistance and claims process.
- Provide project management and grant administration for recovery and resiliency related projects.
- Provide technical assistance to local governments and community organizations in emergency preparedness, recovery, and resiliency activities.
- Promote economic development opportunities for affected communities and local businesses regarding grants, loans, procurement, and contract opportunities.

- Organize and assist with training and outreach events for disaster and recovery efforts.
- Build organizational capacity in emergency preparedness and response by recommending and/or developing and providing such training to NCNMEDD's Community Development Department and Non-Metro Area Agency on Aging.
- Lead special projects to address gaps in emergency preparedness, response and recovery, including but not limited to development of emergency alert systems, rural addressing, E-911, etc.
- Refer potential projects and infrastructure needs that will aid in the recovery and resiliency of the affected communities and the region to the NCNMEDD Community Development Department.
- Responsible for tracking metrics, evaluating outcomes, and reporting on scope of work associated with the project, both internally and to EDA and other sources.
- Organize partnerships with other organizations and service providers.
- Collect and analyze information.
- Coordinate effectively with federal, state and local governments and business entities.
- Develop reports, presentations, business plans, and other written materials.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's degree in finance, economics, business, planning, emergency management, or related field. Three years of disaster recovery work experience is preferred.
- Advanced office and computer skills, including MS Word, Excel and Power Point.
- Ability to make good sound judgment decisions.
- Ability to assess and prioritize multiple tasks and projects.
- Ability to establish priorities.
- Knowledge of federal, state, and local regulations and policies.
- Experience with budgeting principles and practices.
- Ability to work and perform in conflict/crisis environments.
- Knowledge of program planning concepts, principles, and practices.
- Possesses strong analytical and problem-solving skills.
- Possesses excellent oral and written communication skills.
- Maintains effective working relationships with NCNMEDD staff, contractors, and Board members.
- Demonstrates behavior that maintains the organization's credibility, integrity, and positive image in the community.
- Valid New Mexico's driver's license.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Applicants are expected to participate in ongoing emergency and financial training regarding federal, state, local resources relevant to the CC/HP disaster.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Community Development Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.
- Email Stephany Gonzales, Human Resources & Operations Specialist at stephanyg@ncnmedd.com with any questions.