

**American Red Cross  
Greater Los Angeles Chapter**

**Job Description**

**Position Title:** Agreements, Facilities and Vendors Specialist

**Department:** Emergency and Disaster Response

**Reports To:** Manager, Planning & Partner Relations

**FLSA:** Exempt

**I) Position Summary**

Working with and through volunteers, this position will be responsible for assisting the Department of Emergency and Disaster Response in building capacity for large scale disasters and catastrophic events. The incumbent will be responsible for the development and maintenance of written contractual agreements with a wide variety of vendors who will be expected to support the Chapter and the American Red Cross with certain services, materials, supplies and physical locations in the aftermath of disasters, as defined by the contractual arrangements that are developed.

**II) Major Responsibilities**

- A. Development and Maintenance of Vendor and Facility Partners
1. Performs research on and identifies local and national vendors and facility owners/managers who may be able to provide services, materials, supplies and physical locations that will support and enhance the mission of the American Red Cross to provide disaster services after a disaster occurs.
  2. Acquires familiarity with the national agreements and contracts that have been developed by the American National Red Cross.
  3. As appropriate, develops written agreements with local branches of organizations and vendors that have such national contracts with the American National Red Cross.
  4. Actively performs contact management, develops and maintains regular and ongoing relationships with vendor and facility contacts.
  5. Submits pending agreements for legal review and reacts accordingly to recommendations received in addressing outstanding issues before final execution of contracts, Memoranda of Understanding, and other forms of enabling documents.

6. Provides logistical support to the Chapter as directed, working with the Department's Logistics Manager and vendors in the planning and operational phases of building, moving and maintaining adequate stocks of materials and supplies in support of the Chapter's catastrophic preparedness efforts.
7. Provide support in the purchase and acquisition of vendor-supplied goods and services, including the proper coding of invoices, review of purchasing payment approvals, investigation and reconciliation of financials related to the Facilities and Vendors Program.
8. Provides functional support to Department as liaison to vendors and suppliers.
9. Provides general administrative support to Department volunteers and employees such as composing correspondence; developing notices, minutes and agendas for related committee meetings; creation and maintenance of electronic and physical files, databases, contact lists, faxes, emails and other forms of correspondence.
10. Maintains and develops necessary statistics for monthly and annual reports.

**B. Support Chapter Volunteer Management**

1. Work in collaboration with Disaster Services Human Resources (DSHR) Coordinator, District Coordinators, District Chairs and the Office of Volunteer Personnel Department to ensure quality volunteer recruitment and retention.
2. Work in collaboration with DSHR Coordinator to provide the training necessary for targeted promotions of assigned staff & volunteers.
3. Ensures completion of all required Department and Chapter reports.

**III) Other Dimensions**

- A. As a contributor to the work of an emergency relief organization, extended work hours and/or assignments to a disaster specific task will be required.
- B. Membership in the national DSHR system is required.
- C. Availability to participate on at least one national disaster relief operation assignment per year (three week deployment).
- D. Incumbent will be required to become a certified instructor of basic Disaster Services courses and to teach Disaster Services courses as necessary.

#### **IV) Qualifications**

- A. Education: Bachelor's degree or equivalent work experience desired.
- B. Experience: Experience and demonstrated ability in sales, marketing, communications, or other fields where relationship and contact management skills are required.
- C. Ability to draft written agreements that can address a variety of situational needs, contingencies and scenarios in such a fashion that the form and structure of the documents are ready for the legal review process.
- D. Ability to plan, organize and complete multiple tasks in a fast paced environment.
- E. Ability to work and think independently on occasion.
- F. Ability to effectively maintain the security of sensitive and confidential information.
- G. Excellent interpersonal and customer skills.
- H. Other: Strong computer skills including Word, Excel, PowerPoint, and various databases required. Good communication, presentation, and organizational skills.
- I.

**Written by:** Michael Kleiner

**Approved by:**

**Date:** July 2008

**Date:**