



### **Independent Contractor Project Manager Opening:**

The NWWIHERC, Inc. is seeking up to three Project Managers to assist with a Volunteer Generation Fund (VGF) grant to increase both the number and capacity of existing Community/Volunteer Organizations Active in Disasters (COAD/VOADs) throughout the State of Wisconsin. The work of the Project Managers hired by the NWWIHERC, Inc. will focus on the counties in the Northwest Emergency Management Region of the State. (See map below).

Scope of work includes:

- Complete the hiring steps required by the grant including a background check and fingerprinting.
- Work closely with the NWWIHERC Board of Directors, WI VOAD, WEM Regional Directors, and Serve Wisconsin to support existing local VOAD/COADs and develop VOAD/COADs in unrepresented communities.
- Represent the NW WEM Region on WI VOAD.
- Conduct research and outreach within their assigned region or counties to designate interested communities ready to develop VOAD/COADs.
- Coordinate the development of VOAD/COADs by engaging stakeholders with outreach, resource sharing, and facilitating initial meetings.
- Create and collate existing resources and best practices for VOAD/COADs.
- Conduct a skills and resource assessment for existing and developing VOAD/COADs.
- Assist with the coordination of trainings and exercises that includes the four phases of disaster: mitigation, preparedness, response, and recovery.
- Create an extraordinary volunteer experience by encouraging VOAD/COADs to utilize the whole community approach to all hazard planning that fosters an inclusive environment maximizing the skills of unaffiliated/affiliated volunteers of all ages including cross-training between organizations.
- Attend and actively participate in meetings with the HERC Program Coordinator and other Project Managers to move the project forward within the region.
- Develop a directory of all existing, new, and potential VOAD/COADs, by location and coverage area.

The term of the contract between the NWWIHERC, Inc. and up to three independent Project Managers will be from the date of hire to September, 30, 2021. Grant funding is likely for a second fiscal year, with the amount yet to be determined. Contracts may be renegotiated for a second year.

Pay: \$1500 per month per contractor. Mileage to be reimbursed by the State, at \$.51/mile.

Expect 20-25 hours per month per contractor toward the work of this project.

If you are interested in this position, please send your name, contact information, a brief summary of your work in Emergency Preparedness, and your interest in this position to Aimee Wollman Nesseth, NWWIHERC Program Coordinator, at [coordinator@nwwiherc.org](mailto:coordinator@nwwiherc.org) **NO LATER THAN April 30, 2021.**

