

**SACRAMENTO COUNTY OFFICE OF EMERGENCY SERVICES
INVITES APPLICATIONS FOR:**

SACRAMENTO MEDICAL RESERVE CORPS ASSISTANT COORDINATOR

Closing Date: August 5, 2022

SALARY: \$26.50 per hour, part-time, limited term, contract position funded by the NACCHO RISE Award

LOCATION: McClellan, CA

DESCRIPTION OF SERVICES

CONTRACTOR will assist the Medical Reserve Corps (MRC) Coordinator with planning and coordination services for The Sacramento Medical Reserve Corps (SMRC), whose Executive Sponsor is the Sacramento County Emergency Operations Office, as follows:

- SMRC coordination to engage volunteers to strengthen public health, emergency response and community resiliency
- Volunteer program support including recruitment, onboarding, training, uniform and ID distribution, communication, scheduling, deployment, recognition and retention
- Emergency Response, Event and Outreach
- SMRC Grant Administration support
- Support of activities outlined in grant narratives.
- Facilitate the purchase of approved equipment and supplies for the SMRC with County administrative staff
- Equipment and supplies management
- Inventory control/tracking
- Training and education coordination
- Event planning
- Integrated database support
- Website updates and reports
- Social media posts and analytics
- Fund development
- Partnership and sponsorship development
- Report preparations
- SMRC Foundation Board secretarial duties
- Budget-accounts receivable/payable
- Year-end tax documentation
- Maintaining calendars
- Represent the SMRC in meetings and trainings
- Other duties as assigned

- Use of computer applications: WORD, Excel, Outlook, PowerPoint, Publisher, CANVA, FrontPage, WebEOC

Background/Criminal History: The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this position consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedure B-5, and applicable Federal and State law. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties.

Application: Qualified applicants are encouraged to apply immediately by submitting a resume, cover letter, and supplemental questionnaire to info@sacoes.org or mail to Sacramento Office of Emergency Services – SMRC, 3720 Dudley Blvd., #123, McClellan CA 95652.

Supplemental Questionnaire:

In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. References such as 'See Resume' as a response will not be scored.

1. Describe your background and experience in working with volunteers or volunteer organizations.
 2. Describe your background and experience in scheduling and facilitating training classes, events, or conducting outreach.
 3. Describe your technical knowledge of using software and databases.
- Documentation requested in this announcement must be submitted by 5:00 p.m. on the cut-off date.
 - The County is not responsible for any issues or delays caused by the mail or an applicant's computer or web browser.
 - Your application should highlight all relevant education, training, and experience as of the cut-off date.
 - Application information must be current, concise and related to the requirements in this job announcement. You may only apply for this recruitment once. Duplicate and incomplete applications will be disqualified.