



**Position:** Prepare Program Associate  
**Location:** Remote  
**Reports to:** Disaster Preparedness Program Director

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### **About SBP**

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities, and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape, and build:

1. SBP **prepares** individuals, communities, and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

SBP seeks a Program Associate for the Prepare Program, which aims to better equip households, businesses, local officials, and nonprofits with the knowledge and capacity to make informed disaster preparedness decisions and build more disaster-resilient communities. SBP's Prepare Program works to increase the preparedness of households and communities for disaster events by improving understanding of disaster risks, promoting flood insurance uptake, educating households on the ways to make their homes safer, and stressing the importance of safeguarding important documents should a disaster occur. The Prepare Program works closely with teams across SBP to integrate preparedness activities into other initiatives.

The Program Associate will support the vision and goals of the program by assisting in the development and dissemination of new resources in vulnerable communities. Additionally, the Program Associate will conduct background research, provide programmatic and administrative support, and help organize preparedness trainings.

### **Responsibilities**

#### *Research and Writing*

- Draft written guides and 1-pagers on disaster preparedness and resilience related topics for various audiences (includes households, business owners, local officials, and nonprofits).
- Develop maps, collect data, and conduct analyses using disaster risk information.
- Conduct background research on federal and state disaster resilience related topics.
- Assist in the creation of video scripts and other non-written program content.

#### *Program and Administrative Support*

- Update and maintain program data using internal tracking tools. This includes supporting the creation and monitoring of surveys with stakeholders to better understand program impacts.
- Assist with coordinating calls, meetings, workshops, and trainings.

### *Trainings and Outreach*

- Help disseminate relevant resources to program partners in vulnerable communities.
- Assist in delivering trainings for target audiences and conducting workshops for stakeholders.

### **Qualifications**

- Bachelor's degree in planning, geography, environmental policy, public policy, or a related field, Masters preferred.
- At least 1-2 years of professional experience in disaster resilience related topics OR a master's degree in a related field, 3 years preferred.
- Strong knowledge of best practice standards and guidance for floodplain management, emergency management, disaster response, adaptation strategies, and other climate resilience-related issues. Specific knowledge of federal and state laws and regulations related to these topics is also desirable.
- Demonstrated ability to communicate (orally and written) technical and scientific information to non-experts in a manner that is clear and compelling.
- Experience in ESRI ArcGIS with capability to develop maps, collect data, and conduct analyses.
- Ability to travel to assist conducting in-person meetings or trainings.
- Proficiency with Microsoft Office Suite (i.e., Word, Excel, and PowerPoint) to create high quality deliverables.
- High interest in finding creative ways to better communicate disaster preparedness information and messaging to target audiences.

### **Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced environment
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level
- Desire and ability to work, grow and learn in a startup environment
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Ability to understand and engage diverse audiences and new target markets

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*