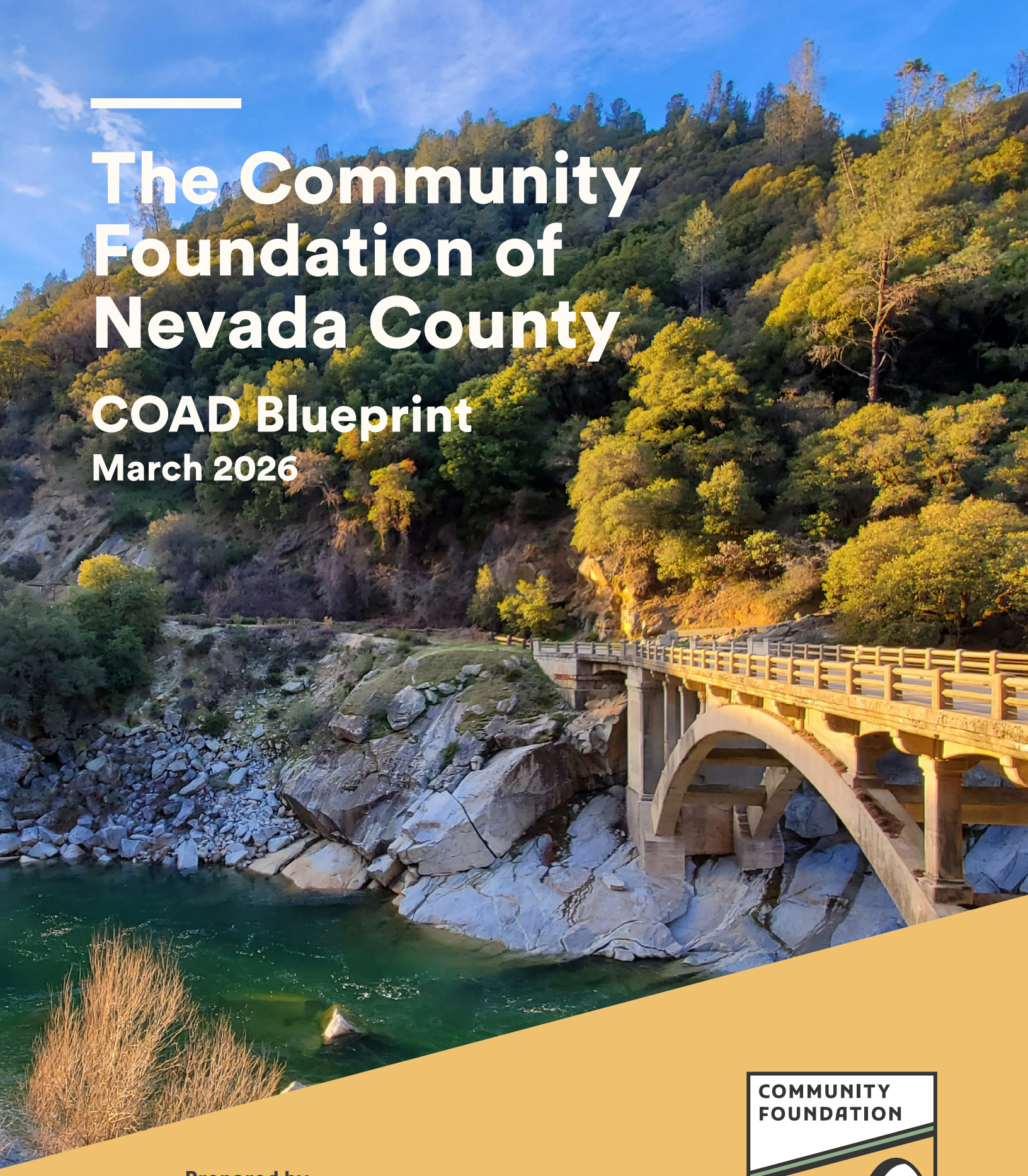

The Community Foundation of Nevada County

COAD Blueprint

March 2026

Prepared by
Erika Kosina
CONSULTING

COMMUNITY FOUNDATION
OF NEVADA COUNTY

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Background

What is a COAD?

A COAD is a consortium of nonprofit, community-based, and faith-based organizations dedicated to serving local people imperiled or impacted by disaster. COADs reduce duplication of efforts, identify gaps, and coordinate resources across all phases of disaster preparedness and emergency management. After a disaster, they share information, match resources with needs, and help coordinate long-term recovery efforts.

While government agencies manage emergency response, COADs focus on the human side of disaster relief: helping people get access to shelter, food, case management, and other essential services. Many communities (including Eastern Nevada County) already have COADs or VOADs (Voluntary Organizations Active in Disaster) in place to serve this function.

Why do we need a COAD?

Western Nevada County has experienced multiple disasters over the last five years ("Snowmageddon" and other winter storms, the River Fire, the Jones Fire, and the COVID-19 pandemic). A COAD would help our community be better prepared for disaster, and respond faster and more efficiently, and support long-term community recovery.

What was the process to create this COAD blueprint?

The Community Foundation of Nevada County (COFO NC) received a $75,000 disaster readiness grant in October 2025 from the League of California Community Foundations to create a aNC worked with dozens of community partners to create a blueprint that reflects this region's unique resources, organizations, and challenges. While Eastern Nevada County already operates a COAD, local leaders recognized that Western Nevada County has a distinct set of assets, service providers, and logistical considerations that warrant its own coordinated network.

The strategic planning process included input from Nevada County Health and Human Services, the Nevada County Office of Emergency Services, and several community stakeholders. A series of four planning meetings with potential COAD participants and six steering committee meetings collected input and feedback to inform and validate the components of the blueprint.

Roles and Responsibilities

The role of the COAD and other organizations (OES, CBO) in different phases of disaster

1. Nevada County Office of Emergency Services (OES)

Role: Government Authority

Primary Function:

OES is responsible for coordinating with County departments, local cities, and special districts to prevent, protect, mitigate, respond to, and recover from disaster. It holds legal authority for disaster declaration and life-safety coordination.

Core Responsibilities

- Coordinate with County departments, local cities, special districts, NGO and COAD to meet unmet needs
- Manage Emergency Operations Center (EOC) activation
- Request state/federal assistance
- Establish operational priorities for life safety
- Coordinate with other agencies (Red Cross, local media, HEART)

What OES Does *Not* Do

- Does not coordinate nonprofit ecosystem capacity
- Does not manage philanthropic funding
- Does not oversee long-term community recovery outside statutory scope

Authority Level: Legal authority for disaster declarations.

2. COAD (Community Organizations Active in Disaster)

Role: Cross-Sector Coordination & Community Resource Alignment

Primary Function:

COAD coordinates nonprofit, faith-based, philanthropic, and community-based organizations to align resources, reduce duplication, and address unmet needs before, during, and after disaster.

COAD operates parallel to, but not within, ICS structure. COAD manager may sit in the EOC upon request from OES.

Core Responsibilities

- Facilitate cross-sector communication among community partners
- Coordinate voluntary agency resource sharing
- Identify service gaps and unmet needs
- Support equitable resource distribution
- Align philanthropic and nonprofit efforts
- Provide situational awareness and information sharing to and from community-based organizations

What COAD Does *Not* Do

- Does not issue evacuation orders
- Does not command public safety operations
- Does not replace ICS or governmental authority
- Does not function as an emergency command body

Authority Level: Liaison, coordination and alignment authority (non-command)

3. COAD Participants – CBO (Community Based Organizations)

Role: Service Delivery & Community Implementation Partners

Primary Function:

COAD Participants are the individual nonprofits, faith-based organizations, service providers, and community groups that deliver direct services.

They retain independent governance and operational control.

Core Responsibilities

- Deliver services within their organizational mission
- Share resource availability and needs with COAD
- Participate in coordinated planning and activation
- Report capacity, constraints, and service data

What Participants Do *Not* Do

- Do not represent the entire COAD unless authorized
- Do not assume governmental authority
- Do not direct ICS operations

Authority Level: Independent operational authority within their own organizations

How the Three Work Together

During Preparedness

- **OES:** Leads all-hazard planning and community education efforts to increase disaster preparedness.
- **COAD:** Aligns voluntary agencies and builds readiness capacity, provides direct outreach to the community
- **Participants:** Build internal preparedness and share capabilities

During Activation

- **OES:** Coordinates with government and other agencies to meet unmet needs
- **COAD:** Coordinates community-based and voluntary agencies, identifies and shares unmet needs, reduces service duplication
- **Participants:** Deliver services, report needs & capacity

During Recovery

- **OES:** Manages formal disaster recovery processes including disaster recovery funding, and coordination with relevant departments and public agencies
- **COAD:** Coordinates long-term community recovery and philanthropic alignment, continues to identify and share unmet needs
- **Participants:** Provide case management, housing, food, mental health, etc.(pending available funding)

Clear Differentiation Summary

Entity	Leads	Coordinates	Delivers Services	Holds Legal Authority
OES	Government Authority	Government response	Public safety operations	Yes
COAD	Community coordination	Nonprofit ecosystem	No (indirectly)	No
COAD Participants	Their own programs	Within COAD structure	Yes	Within their org only

Organizational Structure

Recommended structure for the COAD and the Advisory Committee

We considered several different options for structuring the COAD, including volunteer-led, independent nonprofit, and housing the COAD within an existing organization. Our recommendation is to house the COAD within Connecting Point, supported by an Advisory Committee that guides and mentors the COAD manager. The rationale for this recommendation is outlined below.

Voluntary organization (VOAD model)

From an organizational perspective, staffing our COAD with only volunteers and no paid staff presents significant risks. Without dedicated leadership in a funded position, launching the organization and sustaining long-term momentum would likely be challenging. Most successful COADs rely on at least one paid staff member to coordinate activities, build relationships, and maintain continuity.

A funded structure also allows the COAD to fill coordination gaps, provide training, and offer limited stipends or incentives for partner organizations when appropriate. An unfunded organization is inherently vulnerable and may struggle to maintain consistent engagement.

A note on terminology: National and state organizations use the term VOAD (Voluntary Organizations Active in Disaster). At the local level, counties may choose to refer to themselves as either VOADs or COADs (Community Organizations Active in Disaster). The Western Nevada County COAD will automatically be considered an Associate Member of the California VOAD, giving the organization voting rights without requiring membership dues.

Independent 501(c)(3)

Launching an independent 501(c)(3) requires a significant investment of time, money, and administrative infrastructure. One option would be for the Community Foundation of Nevada County to act as a fiscal sponsor for the COAD while the COAD manager leads fundraising and administrative operations for the organization.

While this model is used in some communities, it can be difficult to sustain in smaller or rural regions and with new organizations because the organization must continuously secure funding for both programs and administrative operations.

Housing within an existing organization

The organizational model with the strongest likelihood of success in Western Nevada County is to house the COAD within an existing organization that already has administrative capacity.

We recommend housing the COAD within Connecting Point and hiring a COAD Manager with strong local knowledge who would be employed by Connecting Point. The Tahoe Truckee COAD Manager is also housed at Connecting Point, and Connecting Point is familiar with the process of working with a COAD to meet unmet needs during and after a disaster.

We recommend that the Community Foundation serve as the fiscal sponsor for the COAD, accepting and managing funds on behalf of the COAD.

Advisory Committee

An Advisory Committee plays a crucial role in this organizational structure. The committee will provide guidance and expertise as the COAD is established and grows, including helping hire the COAD Manager, mentoring the position, and setting strategic priorities.

Members of the steering committee emphasized that direct disaster response experience is an important qualification for Advisory Committee members. The steering committee also advised keeping the Advisory Committee lean. Organizations like the American Red Cross, United Way, FREED, Food Bank of Nevada County, and other community-based and faith-based organizations will play an important role on the COAD's function teams, but the Advisory Committee should be a small, strategy-focused group. The Advisory Committee will be limited to representatives from:

- Funding organizations (TBD)
- Government agencies
    - Nevada County: TBD
    - Nevada City: Camille Oneto, OES Specialist
    - Grass Valley: Taylor Whittingslow, Deputy City Manager
- Community Foundation of Nevada County: Tom Ivy, Disaster Response Committee Lead
- Connecting Point: Tim Giuliani, Executive Director

The Advisory Committee includes the following roles:

Chair	• Convenes, sets agenda for, and facilitates Advisory Committee meetings • Sets strategic priorities and goals for the COAD • Ensures alignment between COAD activities and county disaster preparedness and response framework
Vice Chair	• Supports the chair and ensures continuity of leadership • Serves as acting Chair when Chair is unavailable • Assists with meeting facilitation and agenda development • Leads special initiatives or working groups as needed
Treasurer	• Monitors COAD operating funds • Coordinates with the fiscal sponsor for financial reporting • Presents financial updates to Advisory Committee • Ensures financial transparency and accountability
Secretary	• Ensures clear documentation and communication of Advisory Committee activities • Records and maintains meeting minutes • Tracks key decisions, action items, and follow-up responsibilities • Maintains official records of the COAD • Ensures meeting invites, agendas, and materials are distributed in a timely manner
Members at Large (optional)	• Provide sector representation and strategic guidance on behalf of the broader COAD network. • Provide input on COAD strategy and priorities. • Represent the perspectives and needs of their sector. • Help identify gaps in disaster preparedness and response coordination. • Support recruitment and engagement of additional COAD participants. • Participate in committees or working groups as needed. • Serve as ambassadors for the COAD within their professional networks.

COAD Participants and Function Teams

Proposal for participants and function-based sub-committees of the COAD

COAD Participants

We identified 107 potential COAD participants, and approximately 42 organizations participated in the planning process. 20 participants submitted contact information and information about their needs, services and resources through a **survey**. A list of likely participants and potential participants is included in the Appendix. The list of potential participants is a starting point, and not intended to be comprehensive. The COAD manager should continue outreach efforts to potential participants.

Likely Participants (responded to the survey)

- American Red Cross
- ARES
- Bright Futures for Youth
- CalDART
- Community Roots
- Connecting Point
- Gold County Senior Services
- Grass Valley United Methodist Church
- FREED
- LiNC
- PARTNERS Family Resource Center
- Nevada City Chamber of Commerce
- San Juan Ridge Community Coalition
- San Juan Ridge Community Library
- Sierra Nevada Memorial Hospital
- Twin Ridges School District
- United Way of Nevada County
- Yuba Harm Reduction Collective

The COAD manager may choose to require a Memorandum of Understanding (MOU) from COAD participants. The steering committee advised that certain organizations will not sign an MOU. Organizations like Team Rubicon have their own forms for property owners to release liability. We do not recommend imposing a fee to join the COAD, as this will likely decrease participation.

Western vs Eastern Nevada County

We recommend working with the Tahoe Truckee COAD to establish where Western Nevada County ends and Eastern Nevada County begins, and to identify participants with services and resources that might benefit both sides of the county.

Function Teams (Function-based Subcommittees)

Grouping organizations into subcommittees or functions can increase efficiency in preparing for, during, and after a disaster. These function teams can share best practices in preparation for a disaster and communicate consolidated information through function team leads about available resources and services during and after a disaster.

The COAD's function teams will fall under three main categories: Preparedness, Response, and Long-term Recovery. Faith-based and satellite community organizations form a 4th category.

Preparedness Team

Preparedness-focused organizations, which could include the Wildfire Ready Coalition of Nevada County, United Way, the American Red Cross, Sierra Gold Community Senior Center, and Amateur Radio Emergency Service (ARES), promote education, outreach, and neighbor to neighbor connection and support.

Response Teams

The steering committee recommends that the COAD Manager choose a function team structure for disaster response either based on the Incident Command System (ICS) that FEMA uses or based on groups of needs that naturally arise during and after a disaster. ICS structure has the advantage of aligning easily with federal grants. Need-based function teams could potentially align better with nonprofit organizations and community needs. Most COADs use a need-based structure.

ICS Teams (Option 1)	Potential Need-based Teams (Option 2)
• Command	• Public Information
• Operations	• Volunteers and Donations Management
• Planning	• Consumables: food, propane, water
• Logistics	• Shelter and Transportation
• Finance/Administration	• Emergency Financial Assistance
	• Mental Health Services and Spiritual Care

During the process of creating the blueprint, certain organizations volunteered to lead function teams, including the Food Bank of Nevada County and the San Juan Ridge Community Coalition. FREED also expressed interest in providing an access and functional needs (AFN) lens for COAD decisions.

Long-term Recovery Teams

Long-term recovery organizations, such as Connecting Point/211 (case management, when funding is available), and the Community Foundation of Nevada County (financial assistance) continue to meet unmet needs long after the disaster is over. Habitat for Humanity and Nevada County Department of Housing and Community Services could also play a role in long-term recovery.

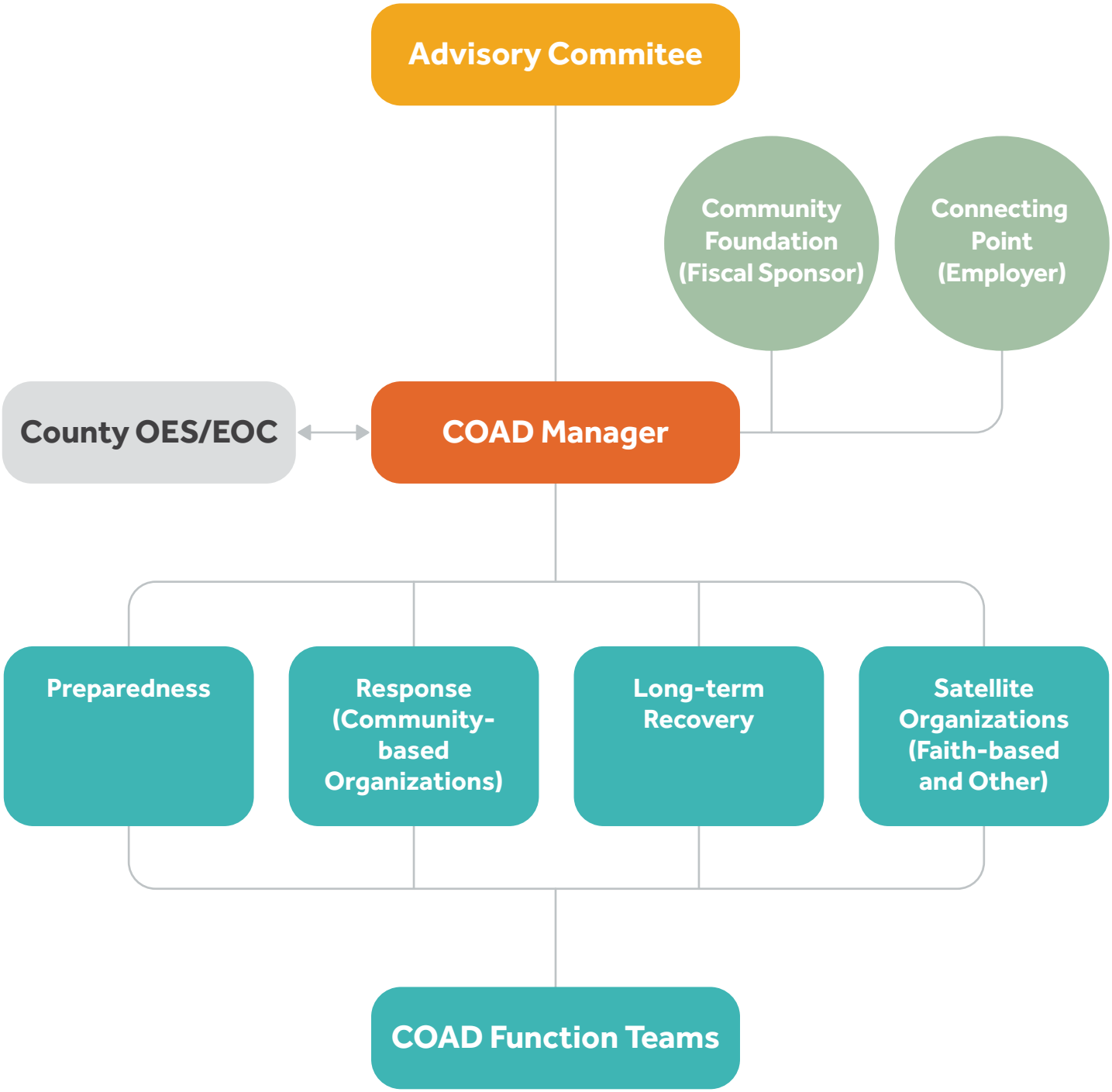
Faith-based and Other Satellite Organizations

Faith-based and other smaller communities operate as local satellites to connect needs with resources, first meeting their own community's needs, and then communicating additional unmet needs or resources to the COAD. The COAD will network these satellite communities together to meet larger unmet needs in a more geographically efficient way, such as housing displaced people at a shelter in a church that is more convenient to their location than the main shelter.

Some of Nevada County's faith-based organizations, Firewise communities, and isolated communities (Lake Wildwood, San Juan Ridge) already have disaster response and communication plans in place. These plans and methodologies, such as the Grass Valley Chabad's electronic disaster response database and the Grass Valley Methodist Church's paper-based communication system can be shared and replicated among other communities. The COAD Manager's role is to identify best practices among these communities and share them through trainings, digital resources, etc.

As the COAD evolves, other satellite communities with their own disaster response and communication protocols may be identified. For instance, Yuba Harm Reduction Collective is a good candidate for coordinating a satellite community that could include Hospitality House, Spirit Empowerment Center, Nevada County Department of Health and Human Services, and medication assisted treatment centers. The population they serve (people who use drugs and people experiencing homelessness) are at significant risk during a disaster.

COAD Structure



Communication Flow

How communication among organizations and COAD participants will work during and after disaster

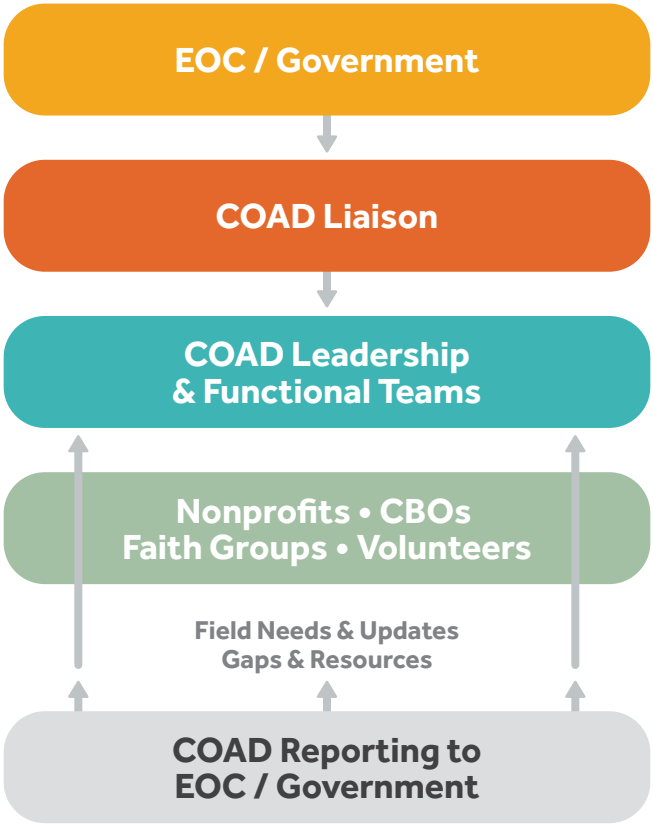
How will the COAD inform members of COAD activation?

1. Email to COAD email list
2. Communication to existing channels (to be identified) for specific individuals, roles, and populations

How does the COAD keep members informed during activations?

All vetted communication flows to COAD through the Nevada County Emergency Operation Center (EOC) and Public Information Officer (PIO). The EOC is in constant contact with first responders and Incident Command who are providing real-time information. We recommend the COAD Manager sit in the EOC during disasters.

The EOC PIO communicates directly with the public and provides the essential information to keep them safe. COAD amplifies these communications, especially to vulnerable (remote, elderly, disabled, limited English proficiency) populations, through its member agencies and their existing channels. COAD primarily receives its information from the EOC/PIO through the COAD Manager in the EOC.



What are the tools that the COAD uses to communicate/ coordinate during disaster?

- COAD email list (3 points of contact per org). This is currently a MailChimp email list housed with the Community Foundation of Nevada County.
- Phone call and/or text message to specific orgs (if requested or if internet is down)
- Remote/virtual one to many communication tools (Zoom, Microsoft Teams)
- Existing phone trees/WhatsApp/communication vehicles (San Juan Ridge Google Workspace, faith-based orgs)

What if there is a loss of connectivity?

In the event of a loss of connectivity, the COAD will communicate via hand-held radios (where available), ARES, and radio station announcements (KVMR and KNCO). The COAD should also consider posting important information at community gathering points, such as the Rood Center, the Gold Country Senior Center, the North San Juan Community Center, and fire stations (staffed and unstaffed).

High-Level Principle

Government manages command and control. The COAD manages coordination of organizations, services, and community-based resources. COAD participants deliver services and surface real-time needs.

The communication flow must be disciplined, and role-based, not ad hoc.

1. Government > EOC > COAD (Situational Direction)

Who:

- County OES
- Emergency Operations Center (EOC)
- COAD Liaison (COAD Manager)

What flows down:

- Incident objectives and priorities
- Geographic impact areas and populations of concern
- Approved public information (evacuation status, shelter openings, road closures)
- Resource constraints and operational limitations
- Requests for community-based support (e.g., feeding, shelter overflow, animal care, outreach)

How:

- EOC briefings (scheduled and as-needed)
- Situation Reports (SitReps)
- Direct liaison communications (phone / Teams / email)

Key rule:

The COAD **does not self-deploy** or contradict official messaging.

2. COAD > COAD Participants (Coordination & Tasking)

Who:

- COAD Leadership / Operations Lead
- Functional Team Leads (Care, Resources, Access)
- Participating nonprofits, CBOs, faith groups, volunteer leads

What flows out:

- Verified needs and priority gaps
- Requests for specific capabilities (not generic volunteers)
- Assignment of roles by function and geography
- Communication protocols and reporting expectations
- Accessibility guidance (Spanish and sign language communications, disability access, cultural considerations)

How:

- COAD coordination calls (daily or twice daily during response)
- Email / text / (pre-established channels)

Key rule:

COAD participants operate **within assigned functions**, not independently.

3. COAD Participants > COAD (Needs & Field Intelligence)

Who:

- Nonprofits and CBOs
- Faith-based organizations
- Outreach teams, shelter partners, food distributors

What flows up:

- Unmet needs observed in the field
- Emerging issues (language barriers, access problems, vulnerable populations)
- Capacity updates (what they can/cannot sustain)
- Resource offers (space, staff, supplies)
- Equity impacts and gaps

How:

- Standardized reporting templates (simple is better)
- Check-ins during coordination calls
- Designated points of contact per organization
- Escalation path for urgent life-safety issues

Key rule:

Information goes **to the COAD first**, not directly to the EOC—unless life safety is at risk.

4. COAD > EOC (Gap Reporting & Resource Requests)

Who:

• COAD Liaison or Operations Lead

• EOC Nonprofit / Mass Care Branch (or equivalent)

What flows up:

• Consolidated unmet needs

• Capacity gaps across functions

• Concerns about greater and lesser needs

• Requests for government resources or policy decisions

• Feedback on what is and is not working in the field

How:

• Formal resource requests

• Direct liaison communication

• Participation in EOC briefings as appropriate

Key rule:

The COAD speaks with one voice to government.

5. Public Communication (Aligned but Separate)

Government:

• Issues official alerts, evacuation orders, safety messaging

COAD:

• Amplifies official information

• Communicates service availability (food, shelter support, assistance)

• Reaches populations government messaging may miss

COAD Participants:

• Share consistent, approved information

• Avoid speculation or unofficial updates

Need-based Accessibility Framework

How we will ensure that resources are accessible and distributed according to need

The Western Nevada County COAD is committed to distributing resources according to need, and ensuring communications and services are accessible to all populations before, during, and after disaster.

Core Commitments

Prioritize Vulnerable Populations

Planning and activation protocols proactively account for seniors, people with disabilities or mobility issues, non-English speakers, low-income households, geographically remote residents, and other populations disproportionately impacted by disaster.

Deliver Accessible Communications

Information is shared in multiple languages and formats to ensure ADA accessibility, using plain language, multiple distribution channels (digital, print, radio, 211), and trusted community networks.

Remove Barriers to Services

The COAD works to minimize documentation hurdles, provide offline access options, ensure physical accessibility and transportation to service sites, and coordinate transportation solutions when possible.

Track & Adjust in Real Time

During activation and recovery, the COAD monitors resource distribution, geographic reach, and community feedback to identify and correct inequities.

Asset Map

List of services and resources, mapped by location (IN PROGRESS)

An Asset Map of resources and services mapped by location in Western Nevada County will be an immensely helpful tool to meet unmet needs quickly during and after a disaster.

Through a survey of potential COAD participants, we gathered information from 20 organizations that includes contact information (2-3 deep), location, services, and resources. We recommend the COAD manager follow up with organizations who did not respond to the initial survey to gather additional information to inform the Asset Map. This information should be replicated on a map that shows the location of services and resources.

The steering committee recommended that the Asset Map use Caltopo for public map layers and Esri (Environmental Systems Research Institute) geospatial mapping software to align with the mapping system that Nevada County currently uses to track resources in the field.

Funding Strategy

How the COAD will be funded

The COAD will be supported through a braided funding model (shared across county, city, and philanthropic partners) to ensure long-term stability and independence. Initial implementation requires approximately $489,000 over three years. This investment supports a dedicated, locally embedded COAD Manager who will build and maintain the participant network, coordinate training, develop the Asset Map, and serve as liaison to the EOC during activations.

To ensure the COAD is launched in a timely manner and sustained as it establishes itself, we recommend that fundraising NOT be part of the COAD Manager's responsibilities, at least for the first three years as the COAD becomes established.

The steering committee brainstormed several potential funding sources:

- **Government sources:** As an organization that helps existing government systems work better, local government organizations are good candidates for funding.
  - State agency emergency or public health grant funding
  - County or city general fund and grants
- **California League of Community Foundations:** This organization provided seed money for the COAD blueprint.
- **California State VOAD:** This organization may provide funding for local VOADs and COADs.

Other potential funding sources

- Special districts
- Philanthropic and private foundations
- Private sector donations
- Grants
- Donor-advised funds
- Annual Fundraising Event

Appendix

1. **Directory of Participants and Potential Participants**
2. COAD Manager Job Description
3. Participant Survey Results – Summary
4. Glossary of COAD Terms

COAD Manager Job Description

NOTE: This is a draft job description, vetted by a subset of the steering committee that included the Nevada County Department of Public Health and Office of Emergency Services. We expect the COAD funders to add their own expectations.

Background

A COAD (Community Organizations Active in Disaster) is a consortium of non-profit, community-based, and faith-based organizations that work together to serve those imperiled, impaired, or impacted by local disaster. COADs help eliminate duplication of efforts, fill gaps in service and coordinate nonprofit resources with local government. After a disaster, they share information and match resources with needs.

The COAD Manager is responsible for implementing the Western Nevada County COAD blueprint, collaborating with the advisory committee, Nevada County, and COAD participants.

General Responsibilities

The COAD Manager leads and supports a network of nonprofit, faith-based, governmental, and private-sector organizations working together to prepare for, respond to, recover from, and mitigate disasters in Western Nevada County. This position strengthens coordination, communication, and resource-sharing among partners to reduce unmet needs, minimize duplication of services, and improve collective disaster response and recovery efforts.

The COAD Manager facilitates mutual aid and information sharing among participating agencies; supports coordinated volunteer and donations management; and helps ensure resources are distributed equitably, including to populations often left out of traditional response efforts. Through inclusive collaboration and clear, accessible communication, this role increases the community's ability to recover from disasters and ensures messages and services effectively reach all populations. The COAD manager serves as the primary point of contact for COAD participants and represents the Western Nevada County COAD at public events and engagements.

Essential Job Functions

Planning and coordinating

- Evaluate and assess strategies for implementing the role of COAD during and after a disaster, ensuring the needs of all populations are met.
- Maintain COAD participant database and asset map.
- Identify Function Team leads and convene teams to identify roles and objectives in a disaster; develop a timeline and blueprint for meeting Function Team goals.
- Organize and coordinate training sessions and meetings with the Function Teams and COAD participants.
- Build and maintain relationships with COAD members to create a mutually beneficial collaboration. Hold regular member meetings. Build and maintain partnerships with government entities and departments and community groups to strengthen the COAD.

- Direct COAD initiatives that support community strength, connectivity, resilience, preparedness, language access, and other priorities determined by the advisory committee.
- Work with organizations that serve people with access and functional needs to achieve equitable disaster preparedness, response, and recovery.

Communications

- Develop and implement a coordinated communication plan for COAD participants before, during, and after disasters.
- Draft and disseminate clear, timely communications to participants and the community regarding available resources and disaster recovery expectations.
- Promote the COAD in order to increase membership and engagement. Outreach to new potential participants and regular communication with existing participants.

During a Disaster

- Serve as a liaison to County OES and local government agencies.
- Coordinate with the EOC, addressing gaps and requirements to unlock services and resources.
- Coordinate disaster response among nonprofit, faith-based, community-based, and other service and resource providers to minimize duplication of efforts and meet unmet needs, especially for at-risk populations.
- Oversee donations management, including the collection, sorting, and distribution of goods.
- Oversee volunteers and volunteer management, especially emergency volunteers who are part of the COAD.
- Oversee and support functional teams in providing direct services to the community.
- Provide frequent communications to all COAD members with up to date information.

After a Disaster – Recovery

- Draft After Action Reports (AAR) including successes, gaps, and improvement strategies for each emergency event.
- Debrief with OES and COAD participants and integrate learnings from disasters with an eye towards continuous process improvement.
- Oversee and support long term recovery operations, including referrals, donations, and volunteer management.
- Advocate for disaster survivors.

Long-term Recovery

- Identify emerging and unmet needs for long-term recovery.
- Engage additional community partners who may not be involved in day-to-day COAD operations to meet unmet needs.
- Liaise with State and Federal Voluntary Agency Liaisons (VALs) who come into a community to help establish long-term recovery operations.
- Provide local information and connections to national VOAD groups and regional partners who may assist with long-term recovery operations.
- Publicize the needs and activities of long-term recovery to maintain community engagement.

Qualifications

The ideal candidate will bring the following background, knowledge, and skills to the position:

- **Education and Experience:** College degree and 5+ years of experience in program, organizational and/or nonprofit management
- Leadership: Self-directed leader with the ability to keep an eye on the big picture, while simultaneously keeping track of operational details. Ability to run all aspects of a small operation. Strong facilitation and collaboration skills to build COAD's ability and capacity to work with multiple stakeholders and members who are the direct service providers in meeting community needs. Demonstrated experience in community organizing and bringing together diverse stakeholders.
- **Communication:** Excellent communication skills which range from relationship building, listening skills, presenting to diverse groups, and including decision makers and elected officials. Effective public speaker in front of large audiences. Ability to calmly mediate conflict situations.
- **Management and Organization:** Strong logistical, organizational, and project management skills. Ability to work under pressure, manage competing priorities, and maintain composure and continue to lead organizational efforts. Strong facilitation and collaboration skills to build team efforts and gain commitment and support. Self-directed with the ability to work both independently with minimal supervision and in a close-knit team environment.
- **Government relations:** Experience working and partnering with a wide range of government agencies at the local level including the County Office of Emergency Services, other county departments and municipalities.
- **Community/human relations:** Experience in community and team building. Working knowledge of equity and inclusion principles and practices. Ability to build strong relationships and promote cooperation and collaboration amongst multiple stakeholders.
- **Other skills:** Proficiency in Microsoft office suite and Google Workspace to maintain a wide range of COAD records. Ability to learn to use a variety of communication and other workplace tools to support COAD's communications, web, and social media presence.
- **Physical requirements:** Ability to carry and move items 20 pounds or less and participate in active community outreach events which may require standing for several hours at time.
- **Driving:** Possession of a valid Class C California Driver License, a good driving record, and the use of a properly insured vehicle per the requirements of the State of California.

Working Conditions

- This position is a combination of office-based and community-based work.
- Must be available to support in-field or on-site disaster response activities in the Emergency Operations Center during emergencies, which may require evening or weekend work.

Participant Survey Results – Summary

As of 3/26/2026

Full Survey Results Here

We sent a survey to approximately 80 faith-based and community-based organizations in Western Nevada County. As of 3/18/26, 20 organizations responded, with representation across all zip codes listed in the survey and greater representation in higher-population regions.

We received responses from a wide variety of organizations representing diverse community sectors, including the American Red Cross, CalDART, FREED, Grass Valley United Methodist Church, LiNC, Nevada City Chamber of Commerce, the San Juan Ridge Community Coalition, Sierra Nevada Memorial Hospital, and Yuba Harm Reduction Collective.

We now have a list of many potential resources and services to begin to inform an Asset Map for Western Nevada County.

Need for Additional Representation

Some critical communities NOT represented in the survey results include South County (Alta Sierra, Lake of the Pines), the Town of Washington, the Tribal community, and Firewise communities. We recommend the COAD manager continue outreach efforts, using the Participant and Potential Participant Directory as a starting point, to expand representation in the COAD and better inform the Asset Map.

Training Gaps

Additional information gathered in the survey provides a snapshot of disaster readiness in our community. Approximately half of respondents have a written disaster plan, and half are already engaged in an MOU with government agencies for disaster response.

50% of survey respondents indicated a "lack of training" barrier, with the strongest desire for training in CPR, first aid, and radio communication. The American Red Cross also mentioned in their response that they provide preparedness services, including free smoke alarms and home inspections and preparedness presentations for groups of all types.

Glossary of COAD Terms/Acronyms

- AFN: Access and Functional Needs
- COAD: Community Organizations Active in Disaster
- CBO: Community-Based Organizations
- EOC: Emergency Operations Center
- ICS: Incident Command System
- OES: Office of Emergency Services
- PIO: Public Information Officer
- TT: Tahoe/Truckee