

## **Secretary Position for Berks County COAD (Community Organizations Active in Disaster)**

**Volunteer Position in Berks County:** Do you live in or near Berks County? Do you have administrative skills and an interest in disaster response? Consider volunteering as the Secretary for Berks County Community Organizations Active in Disaster (BC COAD)

Lutheran Disaster Response- Eastern PA is a member of BC COAD and will support the Secretary through training and mentorship.

Duties: Ensure minutes of meetings are recorded, distributed, and preserved; communicate on behalf of the BC COAD.

Meetings are held quarterly; in times of active disasters meetings may be held more frequently. Most meetings are virtual, occasionally the group meets in person.

Berks County Community Organizations Active in Disasters (BC COAD) is a non-profit organization that exists to identify and organize resources for disaster response in the Berks County, PA area so that needs can be met quickly and efficiently in times of crisis. BC COAD is part of the Pennsylvania Voluntary Organizations Active in Disaster (PAVOAD) and National Voluntary Organizations Active in Disaster (NVOAD) movement.

BC COAD is proud to have most recently supported the Antietam Long Term Recovery Group effort to help 30 families in Berks County recovery following severe flooding in 2023.

Interested? Contact Julia Frank, Lutheran Disaster Response – Eastern PA at [jfrank@libertylutheran.org](mailto:jfrank@libertylutheran.org) or Pastor David Duquette, Pennside Presbyterian and BC COAD Chair, at [pastordave@pennsidepresby.org](mailto:pastordave@pennsidepresby.org)