RDC Support Coordinator

The RDC Support Coordinator sets up and maintains the systems that support operations at the RDC. Working closely with RDC Management and RDC Operations, this position ensures the ability of the RDC to operate through provision of ICT and administrative/organizational processes.

**Responsibilities:**

* Set up processing stations including any required supplies and equipment.
* Establish and maintain ICT equipment to ensure communication and Internet connectivity.
* In collaboration with OSOCC Support and local authorities, ensure continual operation of the RDC facility including power supply, lighting, water, food and tents (if applicable).
* Establish and maintain an information board to present maps of the area, key locations, important info, etc.
* Establish a system for document filing and back up of electronic documents.
* Facilitate transportation of arriving relief teams to the OSOCC and/or assigned areas of operations.
* Contribute to the transition/demobilization of the RDC when appropriate.

**Reports to:**

RDC Manager

**Staffing:**

The role of the RDC Support Coordinator is usually performed a member of an UNDAC team, USAR team or FMT.