

Southeast and Caribbean Disaster Resilience Partnership - Program Coordinator

About the Southeast and Caribbean Disaster Resilience Partnership

The [Southeast and Caribbean Disaster Resilience Partnership \(SCDRP\)](#) seeks to strengthen community resilience and support rapid recovery from storms and disasters by serving as the primary network for professionals in emergency management, climate adaptation, and disaster recovery in the US Southeast and Caribbean territories.

Organized to coordinate regional disaster recovery and resilience planning, the SCDRP has emerged as a convening forum for professionals from public, private, academic, and non-profit organizations who are committed to building capacity and sharing their expertise to advance community resilience. The SCDRP hosts regular monthly calls and an annual meeting to provide updates on regional and community issues, learn about conferences, webinars, and workshops; inform each other on any new resources; and seek guidance on best practices and new opportunities.

Period of Performance, Compensation, and Location

The SCDRP is seeking a highly-motivated individual to serve as the SCDRP Program Coordinator. The Program Coordinator will be a part-time (15 hours/week) contractor for the 9-month period starting August 2, 2021. The hourly rate starts at \$15/hour. The position is currently funded until April 30, 2022; however, with additional funding, this position could extend past this date. This position would be ideal for current or recent graduate students interested in hazard recovery, climate adaptation, and resilience. Candidates must be located in the Southeast or Caribbean regions, however the Program Coordinator will work remotely.

About the Position

The Program Coordinator will support the SCDRP in managing monthly tasks such as a membership meeting (virtual), managing monthly Board meetings (virtual), and assisting in the planning of the SCDRP Annual Meeting. The Annual Meeting, a two-day conference typically held at the end of January, is a significant output of the SCDRP and support of its organizing, planning, and implementation will be a large component of the Coordinator's responsibilities. The SCDRP has a very active and engaged Advisory Board of disaster and resilience professionals across the region from the public, private, non-profit and academic sectors. A significant role of the position will be to coordinate monthly Board meetings. The Advisory Board members will actively support the Program Coordinator, particularly in the beginning and in relation to the Annual Meeting.

While the Program Coordinator will support SCDRP and be supported by the SCDRP Advisory Board, the Position will be a contractor with [Southeast Coastal Ocean Observing Regional Association \(SECOORA\)](#). SECOORA is the SCDRP's administrative home and fiscal agent. The mission of SECOORA is to observe, understand, and increase awareness of our coastal ocean; promoting knowledge, economic and environmental health through strong regional partnerships.

The ideal candidate will bring their topical and organizational ideas and experience; willingness to learn, listen and contribute, and desire to put one's imprint on achieving the SCDRP's existing Strategic Plan and mission. This position offers a unique opportunity for a person looking to gain topical and non-profit program management experience, directly engage in regional disaster resilience and expand their network, all while contributing to an exceptional organization positioned to support disaster resilience across the Southeast and Caribbean. Organizational and communication skills are essential.



Position Duties

1. Coordination support for monthly Advisory Board and membership meetings: Coordinate scheduling of SCDRP Advisory Board and members conference calls. Specific tasks include:
 - a. Become familiar with existing SCDRP Strategic Plan and use it as guidance, and to be informed by for all activities.
 - b. Work with the advisory board to schedule and plan monthly advisory board meetings, including an agenda to be generated via input from the board. Coordinate and host meetings using virtual meeting technology.
 - c. Work with the advisory board to schedule and plan virtual monthly member meetings. Most monthly member meetings include a presentation from a member on their work, a question and answer session, and some time for announcements or open discussion.
 - d. Maintain organizational records for meetings, including agendas and meeting notes.
2. Annual Meeting planning and logistics: Work with SCDRP advisory board, SECOORA, and a Meeting Planning Committee to plan the 2022 Annual Meeting including the following activities:
 - a. Assist with developing the theme, dates and location for the annual meeting.
 - b. Work with the advisory board and membership to solicit volunteers for a meeting planning committee, which will support the 2022 Annual Meeting by identifying sessions and inviting speakers. The Program Coordinator will communicate with the meeting planning committee, schedule and facilitate their calls.
 - c. Work with SECOORA Executive Director on development of the 2022 Annual Meeting budget, including sponsorships, grants, and exhibitors. Organize and coordinate communications for the Annual Meeting, including a 'Save-the-Date', registration reminders, meeting planning updates, and reminders to registered participants. Support the SECOORA Communication Director in selecting a hotel and managing the contract(s) for meeting services, tracking contracts progress.
 - d. Track registration of participants.
 - e. Provide logistics and notetaking support at the Annual Meeting, including receiving presentations and conducting tech-checks.
 - f. Write up meeting program materials such as agenda and summary report.
3. Communication: Maintain active communication within the Partnership as well as through public outlets and maintain connection with SECOORA. Tasks include:
 - a. Maintaining the SCDRP website and social media outlets.
 - b. Maintain SCDRP Google Groups and list-serves; post share-worthy items to encourage virtual discussion and sharing.
 - c. Assist with other tasks as needed.

To Apply

Please submit a resume and 1-2 page cover letter explaining why you are uniquely qualified for the position by email to scdrp@secoora.org

Application Deadline

July 16, 2021