

Program Coordinator Job Description

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 6-month period starting, end of May 2022. The hourly rate is \$15/hour. The position is currently funded for a 6-month period; however, with excellence performance, this position could be extended to May 2023. This position would be ideal for current or recent graduate students interested in hazard recovery, climate adaptation, or disaster resilience. Candidates must be located in the U.S. 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 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 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 U.S. Southeast and Caribbean. Organizational and communication skills are essential.



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Position Duties

1. Coordination support for monthly Advisory Board meetings and Monthly Partnership meetings:
 - 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 Executive Director and Advisory Board Chairs 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 Executive Director to schedule and plan virtual Monthly Partnership meetings. Most Monthly Partnership meetings include a presentation from a partner on their current work or research, a question-and-answer session, and time for announcements or open discussion.
 - d. Maintain organizational records for meetings, including agendas and meeting notes.
 - e. Send any follow-up or action items via email to meeting members
2. Annual Meeting planning and logistics: Work with SCDRP advisory board, SECOORA, and an Annual Steering Planning Committee to plan the 2023 Annual Meeting including the following activities:
 - a. Assist with developing the theme, date, 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 2023 Annual Meeting by identifying sessions and inviting speakers. The Program Coordinator will communicate with the meeting planning committee, schedule, and facilitate their calls.
 - c. Organize and coordinate communications for the Annual Meeting, including a 'Save-the-Date', registration reminders, meeting planning updates, and reminders to registered participants.
 - d. If in-person event, support the in selecting a hotel and managing the contract(s) for meeting services, tracking contracts progress.
 - e. Track registration of participants.
 - f. Provide logistics and notetaking support at the Annual Meeting, including receiving presentations and conducting tech-checks.
 - g. Write up meeting program materials such as agenda, speaker bios document, 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. Send out monthly email, announcing the Monthly Partnership Meeting and other announcements or resources
 - b. Upkeep the SCDRP website and social media outlets. We currently have Twitter, LinkedIn, and Facebook accounts. Post share-worthy items to encourage virtual discussion and sharing.
 - c. Maintain SCDRP Google Groups list-serve; post share-worthy items to encourage virtual discussion and sharing.
 - d. Assist with other tasks as needed.

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Qualifications

- Bachelor's degree, Master's preferred, in relevant field
- Excellent written, verbal, and interpersonal communication skills
- Outstanding time-management skills, including the ability to meet deadlines, coordinate and set priorities, and strong organizational and task/goal-oriented management skills.
- Ability to take initiative and support the Executive Director on scheduling operations, coordinating deliverables, and managing a wide variety of tasks.
- Ability to work both independently and as a team member.
- Proficiency in online meeting facilitation software, website application, Google Suites, and social media platforms.
- Professional demeanor and experience in coordinating and assigning tasks to achieve set goals.
- Spanish language preferred, but not required

To Apply

Please submit a resume and 1-2 page cover letter explaining why you are uniquely qualified for the position. Please submit your application to scdrp@secoora.org. **Application Deadline:** April 29th, 2022