



SOUTHEAST & CARIBBEAN DISASTER RESILIENCE PARTNERSHIP

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 equitable recovery from storms and disasters by serving as the primary network for professionals in emergency management, climate adaptation, and disaster recovery in the U.S. 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 new resources and tools; and seek guidance on best practices and new opportunities.

About the Position

The Program Coordinator will work directly with and support the SCDRP Executive Director to achieve partnership goals including maintaining external communication to the partnership, supporting monthly partnership and advisory board meetings, planning the in-person annual meeting, coordinating grant proposal development, developing operational policies and procedures, and working to expand the reach and diversity of the partnership.

The successful candidate will be responsible for e-newsletters, social media and website presence, innovative communication strategies, and some communication with experts and the membership. The Program Coordinator will also provide meeting support and follow-up for the Monthly Partnership Meetings (virtual), monthly Committee and Advisory Board meetings (virtual), and the in-person SCDRP Annual Meeting, which happens every year in January/February. The Annual Meeting offers an opportunity to lead volunteers in support of the meeting, use creativity in meeting materials and details, and develop professional connections with a wide range of resilience and recovery professionals from across the region and a wide range of sectors (government, academic, private, non-profit, etc.).

Additionally, the Program Coordinator will work with the Executive Director to provide support for a strategic plan update and perform key tasks relating to grant proposal development. This includes creating infographics and figures that offer an opportunity for creative communication of technical and scientific information. The successful candidate will work with the Executive Director to coordinate development of grant proposals, working closely with the Advisory Board and other key partners. The successful candidate will have the opportunity to develop skills in funding



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development by assisting with membership drives, securing meeting sponsorships, and coordinating grant proposal applications.

The ideal candidate for the Program Coordinator position will bring their organizational ideas and experience; willingness to learn, listen and contribute, and desire to put one's imprint on achieving the vision, mission, and goals of the SCDRP Strategic Plan. 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 professional network, all while contributing to an exceptional organization positioned to support disaster resilience across the U.S. Southeast and Caribbean. Exemplary organizational and communication skills are essential.

Qualifications

- Bachelor's degree, Master's preferred, in relevant field (environmental sciences, public policy, risk communication, or related field and knowledge of additional fields)
- 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, documenting meeting discussions through note taking, 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 Suite, and social media platforms.
- Professional demeanor, self-motivated, and enjoys working with a broad diversity of people to achieve set goals.
- Spanish language preferred, but not required

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 (15-20 hours/week) position with a target start date of July 2023. The Program Coordinator will receive a competitive hourly rate of \$18-20/hour, and the initial period of performance will be 6 months, with extension likely with excellent performance and funding availability. This position is ideal for early career professionals with interest 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, other than when staff, Board, annual and ad hoc in-person meetings are held.



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Though the Program Coordinator will support SCDRP and be supported by the SCDRP Advisory Board and Executive Director, the position will be administered by the [Southeast Coastal Ocean Observing Regional Association \(SECOORA\)](#). SCDRP is an affiliate program of SECOORA, and SECOORA serves as the administrative and fiscal agent of SCDRP. The mission of SECOORA is to observe, understand, and increase awareness of our coastal ocean; promoting knowledge, economic and environmental health through strong and diverse partnerships.

To Apply

Please submit a resume, cover letter explaining why you are uniquely qualified for the position, and 3 professional references by email to scdrp@secoora.org.

Application Deadline

Application Deadline is Wednesday, June 21, 2023.