



JOB DESCRIPTION - SCDRP PROGRAM COORDINATOR 2024

About the Southeast and Caribbean Disaster Resilience Partnership

The [Southeast and Caribbean Disaster Resilience Partnership \(SCDRP\)](#) is a vibrant and growing professional network that seeks to strengthen community resilience to episodic and chronic impacts due to climate change, natural hazards, and disasters. SCDRP's mission is to serve as a trusted regional network to build professional skills, facilitate knowledge-exchange, advance equitable climate adaptation approaches, promote strategies for accelerating natural disaster recovery, and facilitate strong and diverse partnerships across professional sectors in the U.S. Southeast and Caribbean territories.

About the Program Coordinator Part-time Contract Position

The ideal candidate for the Program Coordinator position will bring enthusiasm and passion for disaster resilience; willingness to learn, listen and contribute; organizational ideas and experience; and desire to put one's imprint on achieving the vision, mission, and goals of SCDRP. 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. This position is ideal for a graduate student or recent graduate with an interest in natural hazard recovery, climate adaptation, equity and environmental justice, or disaster resilience.

The Program Coordinator will work directly with and support the SCDRP Executive Director to develop and drive programs that achieve the goals and objectives of the [SCDRP 2024-2027 Strategic Plan](#). The Program Coordinator will write text and create graphics for e-newsletters, social media postings, and website content. The successful candidate will be expected to develop innovative communication strategies and initiatives that expand membership diversity and member benefits. 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 SCDRP Annual Meeting (in-person) which occurs each year in late January. The Annual Meeting offers an opportunity to utilize meeting planning and facilitation skills, 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 throughout the region. Exemplary organizational and communication skills are essential.

Qualifications

- Bachelor's degree, Master's preferred, in relevant fields (climate adaptation and resilience, land use planning, climate health, disaster risk assessment, landscape design, environmental sciences, science communication, environmental policy, natural disaster response and recovery, environmental justice, or related fields).
- Enjoys collaborating and networking with a broad diversity of people to achieve set goals.
- Outstanding written, verbal, and interpersonal communication skills with a friendly and professional demeanor and service-oriented approach.



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- Self-motivated and self-starting with the drive to take initiative and support the Executive Director on scheduling operations, coordinating deliverables, documenting meeting discussions through note-taking, and simultaneous multi-tasking of various projects.
- Excellent time-management skills, including the ability to meet deadlines, coordinate and set priorities, and strong organizational and task/goal-oriented management skills.
- Executive skills to accomplish tasks efficiently and effectively in a remote work environment.
- Experience and comfort with online meeting facilitation software, website application, Google Suite, web-based data management software, and social media platforms.
- Deep commitment to the SCDRP core values of collaboration, learning, equity, and support.
- Spanish language is a plus, but not required.
- The Program Coordinator must have a computer with a web camera and microphone, reliable internet connection, and access to a workspace appropriate for professional meetings.
- Candidates must be able to actively participate in several 1-hour virtual meetings per week at a computer during regular business hours.

Period of Performance, Compensation, and Location

- The Program Coordinator is currently being offered as a part-time, contract position (15 hours/week) with the potential to expand into a full-time contract position upon organizational procurement of additional grant funds.
- The Program Coordinator will receive a competitive hourly rate of \$25 per hour.
- The initial contract will be for 9 months (May 1, 2024, to February 1, 2025) with an expected extension contingent on excellent performance and funding.
- Candidates must be located in North Carolina, South Carolina, Georgia, Florida, Puerto Rico, or the U.S. Virgin Islands.
- This position is >95% remote computer work, except for the in-person Annual Meeting in late January and the potential for additional, infrequent, grant-required in-person meetings.

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 incubator network under SECOORA, and SECOORA serves as the administrative and fiscal agent of SCDRP. SECOORA's mission is to observe, understand, and increase awareness of our coastal ocean; supporting community, economic, and ecosystem resilience through strong and diverse partnerships.

Application Deadline and How to Apply

Application Deadline is Monday, April 1, 2024. Please submit a resume, cover letter explaining why you are uniquely qualified for the position, and the complete contact information for three professional references. Please submit these three documents via email to the SCDRP Executive Director, Heather McCarthy, at heather@secoora.org.



POSITION DUTIES

1. Communication, Data Management, and Expansion of Member Benefits:

- a. Maintain active communication with the Partnership, SECOORA staff, related organizations, and broader public audiences.
- b. Send out emails and newsletters, advertising the Monthly Partnership Meeting and sharing other announcements and resources.
- c. Enhance the content and graphics of the SCDRP website and social media outlets including X, LinkedIn, and Facebook accounts. Post share-worthy items, photos, and original graphics to encourage virtual discussion and sharing.
- d. Maintain SCDRP list-serv and write weekly digital newsletters.
- e. Develop and administer surveys to SCDRP members to guide planning efforts and new initiatives. Provide feedback to SCDRP Executive Director, Advisory Board, Committees, and membership at-large.
- f. Solicit input from the members on desired benefits of membership and needed support and services from SCDRP.
- g. Become familiar with the current SCDRP Strategic Plan and use it as guidance for all activities.
- h. Assist with other tasks as needed.

2. Committee Guidance and Support:

- a. Attend monthly meetings (virtual) of the Advisory Board and the Governance, Partnership, and Development Committees, serve as meeting notetaker, and provide support to the Committee Chairs.
- b. Work with the Executive Director to assist Committee Chairs in the development of committee meeting agendas.
- c. Take notes during each Committee Meeting.
- d. Assist the Governance Committee with the development of new Policies and Procedures to formalize and solidify the organization.
- e. Provide timely updates to the Partnership Committee on the details, statistical attributes, and demographic information of current members. This constantly changing information is essential to guide efforts to diversify the membership.
- f. Work closely with the Development Committee to seek out and respond to funding, sponsorship, and grant opportunities.
- g. Execute action items of the committees, including, but not limited to, reaching out to new and related groups, recruiting speakers, developing draft procedures, and assisting with membership and sponsorship structure.
- h. Other duties as assigned.

3. Coordination Support for Monthly Partnership Meetings:

- a. Work with the Executive Director and Partnership Committee to schedule and plan virtual Monthly Partnership Meetings. Most Monthly Partnership meetings include a webinar-style presentation from a partner on current work or research, a question-and-answer session, and time for announcements or open discussion.
- b. Maintain organizational records for meetings, including agendas and meeting notes.
- c. Edit and upload meeting videos to the SCDRP YouTube channel and distribute via social media and newsletters.
- d. Send any follow-up or action items via email to meeting members.
- e. Respond to other needs as requested or required.

4. Annual Meeting planning and logistics:

- a. Work with the SCDRP Executive Director, Advisory Board, SECOORA, and Annual Meeting Steering Committee to schedule, plan, and execute Annual Meetings.
- b. Work with the Advisory Board and membership to solicit volunteers for the Annual Meeting Steering Committee, who will identify sessions and invite speakers. The Program Coordinator will communicate with the Steering Committee, schedule, and help the Executive Director facilitate their virtual meetings.
- c. Assist with developing the theme, date, and location for the Annual Meeting.
- d. Organize and coordinate communications for the Annual Meeting, including graphics, announcements, registration reminders, meeting planning updates, and reminders to registered participants.
- e. Respond quickly to inquiries from speakers, vendors, and attendees.
- f. Assist with soliciting sponsors for the Annual Meeting and recruiting speakers.
- g. Assist the Executive Director with the development of meeting program materials such as agenda, Annual Meeting Program including speaker photos and biographies, and summary report.
- h. Develop graphics, layout, and coordinate the printing of Speaker Packets, Name Tags, and Annual Meeting Programs.
- i. Organize and manage the Scholarship Recipients and volunteer schedule.
- j. Maintain online registration software and track registration of participants.
- k. Provide logistical support during the Annual Meeting, including notetaking, receiving presentations, conducting tech-checks, banquet arrangements, and assistance at the registration desk.
- l. Edit, post, and share videos of each recorded session via the SCDRP YouTube channel, social media outlets, and newsletters.
- m. Help with additional tasks as needed.