

## **PARTNERSHIP COORDINATOR**

### **GENERAL JOB DESCRIPTION:**

The Partnership Coordinator will contribute to completion of the Regional Vision and Blueprint (RVB) process through the development and engagement of the Partnership. The position will report directly to the Project Director who is responsible for the overall operations and management responsibility in completing the RVB process and will serve as its primary spokesperson.

The Partnership Coordinator will be mainly responsible for engaging the Partnership and Consortium Members and identifying and leveraging the skills, expertise and assets of existing local, sub-regional and regional institutions and stakeholders. The RVB that is contemplated to be the outcome of this process should be the product of the joint effort and engagement of the Partnership. The Partnership Coordinator will help create an environment of trust and collaboration so that these institutions and stakeholders see the RVB as their own.

The Partnership Coordinator will work closely with stakeholders from across the region to develop consensus around the RVB and its implementation and will work closely with, and at the direction of, the Project Director in managing, assigning and coordinating activities of the project with the Partnership.

### **SPECIFIC RESPONSIBILITIES:**

Consulting with, and as directed by, the Project Director:

1. Maintain open and fluid communication with the Southeast Florida Regional Partnership ("The Partnership") and its Consortium Members
2. Coordinate all Partnership and Consortium Member efforts
3. Work towards expanding and solidifying the Partnership and Consortium
4. When the Project Director has outlined a work plan, assist the Project Director in assigning duties and responsibilities to Partnership and Consortium Members
5. Coordinate activities of the Partnership, and assists the Project Director in coordinating activities of governmental organizations, private sector business interests, non-profit and educational institutions
6. Evaluate availability of Partnership commitments and maintain an up-to-date record of available in-kind resources for the various phases of project
7. Prepare status reports and communication packages for Partnership members

8. Prepare Partnership reports for presentation to SCI Executive Committee and the Partnership
9. Give periodic briefings / status updates to the SCI Executive Committee and the Partnership
10. Assist the Project Director on Partnership / project public outreach, press releases, public presentations of the work and web site development and content
11. Communicate the project's purpose, value and importance to the Partnership and potential members in forums as needed.
12. Oversee in-kind commitments budget to maximize its usefulness in the planning process
13. Network with local, regional, state and national agencies; educational institutions; non profit organizations; and private sector business interests for future program development in coordination with Partnership members
14. Act as the communications conduit to the Project Director to Partnership members

The above-tasks will be undertaken within the limitations of funds budgeted for this purpose.