# JOB DESCRIPTION - SCDRP PROGRAM COORDINATOR

**Position Type: Contract, part-time (15-20 hours per week). 10-month initial contract (Nov 1, 2026 - August 31, 2027) with potential for extension.**

**Compensation: $30 - $40 per hour, depending on experience**

**Location: Remote in the Southeast or U.S. Caribbean (North Carolina, South Carolina, Georgia, Florida, Puerto Rico, or the U.S. Virgin Islands). Occasional travel in the Southeast.**

## About SCDRP

The Southeast and Caribbean Disaster Resilience Partnership (SCDRP) is an active and growing regional collaboration network for professionals in emergency management, resilience, and disaster preparedness, response, and recovery in the U.S. Southeast and Caribbean region (North Carolina, South Carolina, Georgia, Florida, Puerto Rico, and the U.S. Virgin Islands).

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. SCDRP is a program of the Southeast Coastal Ocean Observing Regional Association (SECOORA).

## About the Role

The Program Coordinator will work directly with the SCDRP Director to engage SCDRP members, shape SCDRP initiatives, and create opportunities for regional collaboration. We are looking for someone to bring enthusiasm and passion for disaster resilience; willingness to learn, listen and contribute; organizational ideas and experience; and desire to contribute to the vision, mission, and goals of SCDRP.

The Program Coordinator should have a passion for and experience in building relationships, facilitating connections, and working as part of a team. This is a great opportunity for someone who wants to gain nonprofit program management experience, expand their professional network, and contribute to disaster resilience across the region.

## What You'll Do

- **Engage and grow our membership.** Create and send newsletters; manage the membership database, website, and social media (LinkedIn); and survey members about their preferred benefits. Develop and test new ideas for engaging a diverse, active membership.
- **Help plan the Annual Meeting.** Work with the Director and the Annual Meeting Steering Committee on communications, registration, speakers, sponsors, volunteers, and program materials. Handle logistics, including booking venues and services, communicating and coordinating with vendors, and providing

on-site logistical support at the in-person meeting. Must be available March 15-19, 2027 to attend the meeting in-person in Raleigh, NC.

- **Support Monthly "Resilience in Action" Forums.** Help plan and advertise monthly webinars, send follow-ups, and share recordings on YouTube, in newsletters, and on social media.
- **Support the Advisory Board, Working Groups, and Committees.** Attend monthly virtual meetings of the Advisory Board, SCDRP Committees, and Working Groups; take notes; help prepare agendas; and follow through on action items such as reaching out to new groups, recruiting speakers, drafting policies, and pursuing funding and sponsorship opportunities.

**The Ideal Candidate Will Have:**

- At least 3 years of relevant experience
- A passion for building relationships, facilitating connections, and working as part of a team.
- Enthusiasm for member engagement and creative ideas for how to do it well.
- Strong written, verbal, and interpersonal communication skills, including writing and basic graphic design for newsletters, social media, and web content.
- Self-motivation and strong organizational skills: you can juggle multiple projects, set priorities, and meet deadlines.
- A commitment to SCDRP's core values of collaboration, learning, equity, and support.
- A computer with a webcam and microphone, reliable internet, and a workspace suitable for professional virtual meetings.
- Experience with event planning and coordination.
- Availability to attend the SCDRP Annual Meeting, March 15-19, 2027, in Raleigh, NC.

**Preferred Experience:** Experience in emergency management, climate resilience/adaptation, nonprofit management, or communications; experience with networks or community engagement; experience with organizing large events; and experience with meeting facilitation.

## Application Deadline and How to Apply

**Application deadline:** October 14, 2026

Please submit the following to scdrp@secoora.org.

- Your resume.
- Brief answers (2-4 sentences each) to the questions below. No cover letter is needed.

## Questions

1. Tell us about a time you brought people together or built a relationship that led to something valuable, such as a network, community group, volunteer team, or professional group. What was your role, and what did you learn or take away from this experience?
2. What draws you to SCDRP's mission, and what about your background makes you feel well-suited to it?

## Availability and location

- Where are you based?
- Are you available for 15-20 hours per week starting Nov 1, 2026?
- Are you able to attend the Annual Meeting in Raleigh, NC, March 15-19, 2027?