

## **Collaborative Coordinator Job Description**

### **Skills:**

The qualified applicant should have knowledge or experience in the following areas:

- Have flexibility within the work week to coordinate and attend meetings.
- The ability to network with community members, families, and partnering agencies.
- Facilitation skills
- Working knowledge or experience with Word Excel spread sheets in order to develop and update financial budgets, accounts payable and receivable and financial reporting activities, coordinate and justify budgets with fiscal host and state auditor.
- Working knowledge of Word document develop in order to complete reports, develop agendas, and meeting minutes.
- Represent the Collaborative at local, regional, and state Collaborative meetings
- Comfort in supporting and promote family involvement in Collaborate committees and boards.

### **Duties & Responsibilities**

Acts as a leader to the Collaborative by facilitating meetings between agencies to achieve and promote collaboration, systems change, and service integration in a respectful way dealing fairly and equitably with competing interests

Monitor and communicate policy and/or legislative changes that impact the Collaborative and its work such as state policies and statutes, governance agreement, by-laws, etc.

Represent the Collaborative at local/regional/state collaborative meetings

Attends all board and Collaborative standing and special meetings ensuring communication between partners and providing information as requested

Builds and maintains relationships with partners by providing letters of support, and supporting projects that are funded through Collaborative funds.

Actively engages Collaborative board members, partners, and parents to identify and address broader issues and barriers in which their input is sought and valued

Coordinate facilitation of Adverse Childhood Experiences programming and training required by the MN Department of Human Services

Works with the governing board on policy issues by providing support and initiating approved recommendations or actions as needed

Develops, maintains, and supports a strong Collaborative with orientation to new partners. Hold an annual orientation for new Governance Board members.

Provide a strategic planning process with partners, as needed, to ensure the needs of the families are being addressed within the workings of the Collaborative

Prepare the annual state Collaborative report, and fiscal year Collaborative report.

Ensure ongoing local programmatic excellence, program evaluation, and consistent quality of finance and administration, communications, and systems

Conducts financial planning/budget, accounts payable and receivable, and financial reporting activities, coordinating with fiscal host. Prepares annual budget for Administrative Group and Governance Board approval.

Provide updates for the collaborative web site to website developer as needed.