



Broward County Human Services Administration - Program/Project Coordinator Senior

Broward County Government, in Broward County Florida, has a vacancy in its Human Services Department (HSD), for the position of Program/Project Coordinator Senior.

Salary Range: \$76,855 - \$122,662, plus full benefits package.

This position requires a bachelor's degree with major coursework in business or public administration or closely related field (or any equivalent combination of relevant experience and training); four (4) years of experience in a staff or administrative capacity managing special projects, programs or business operations appropriate to the area of assignment or closely related experience. Preference will be given to applicants having a master's degree or higher in a related field, Six Sigma certification, or experience as a professional editor or writer.

This position will be responsible for the following:

- Coordinate the County Commissioner Board agenda items process for the Human Services Department
- Coordinate the review and submittal of state and federal legislative programs from Human Services Divisions.
- Develop deep understanding of the programs, services, and business of HSD and provide annual training to Commission Aides on such. Manage the assignment and response of all Human Services Commission Requests through the Commission Response System. Triage and assign each request to the appropriate division.
- Function as the Human Services representative at the 2020 Census related meetings and committees. Serve as the HSD lead for the 2020 Census Cultural & Ethic Sub-Committee and provide support to the Committee Chair by scheduling meetings, taking minutes, assisting in developing and implementing a work plan.
- Develop and produce a Human Services Department annual report for distribution to stakeholders, residents, staff and the Commission.
- Serve as a co-lead in the design and scripting of a Human Services promotional video and any subsequent updates.
- Serve as liaison and coordinator for HSD's participation in Broward Academy and Broward Municipal Services District events
- Coordinate the Human Services Department Summit and create procedures that outline all aspects of the event.
- Work on specially assigned projects as a representative, resource and/or liaison on behalf of the Department; coordinate events on behalf HSD, County Administration and/or other internal stakeholders, and specifically serve on committees to improve services in the Broward Municipal District.

To Apply: Visit www.Broward.org/careers

EOE

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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