



Part-Time Project Coordinator - 2022

Founded in 2000, NYSFSMA brings together New York State professionals to foster awareness, information exchange and cooperation in the floodplain and stormwater management fields. The part-time NYSFSMA Project Coordinator will be responsible for organizing, implementing, and reporting on the project initiatives for NYSFSMA. The Project Coordinator will be directly supervised by the NYSFSMA Board of Directors and will function as an independent contractor.

The position is currently funded at an average of 30 (thirty) hours per month at \$30 (thirty dollars) per hour. The compensation and number of hours per month are subject to review and adjustment by the Board of Directors and may be increased subject to agreement by both parties. The Project Coordinator and the Board of Directors shall agree on a work schedule that allows Project Coordinator to make the most efficient use of the available hours, and shall from time to time evaluate, and may modify the schedule to ensure it enables Project Coordinator to perform the duties and provide the services described. A review will be conducted three months after the start date, and the renewal of the Project Coordinator's contract is contingent on the results of the review and availability of funds. This is a remote position and a laptop computer, reliable internet connection, phone, and any other equipment necessary for the position is the responsibility of the Project Coordinator. The position compensation includes \$20 a month each towards supporting internet connection and cell phone.

Any travel will be subject to reimbursement at federal mileage rates and per diem rates. Should lodging not be available at the federal per diem rate, higher reimbursement is allowable subject to approval by two out of three of the Chair, Vice Chair and Treasurer.

Responsibilities

- Attend and participate remotely in monthly NYSFSMA Board of Director meetings and other events as directed.
- Attend and participate in two to four yearly on-location in-person events as directed, such as the Annual Conference in the Spring - a 3-day event held at different NYS locations. (See the 2022 Conference Agenda as an example.)

- Work closely with the NYSFSMA Board of Directors to develop and implement a schedule of events, including but not limited to the Annual Conference and educational seminars/training sessions:
 - Logistics for annual conference and other events, including working with the facility to develop meeting rooms, exhibitor space, AV and food and beverage needs.
 - Working with the Conference Committee to organize the program. (NOTE: The Project Coordinator will not be responsible for lining up presenters but will help to organize event schedules.)
 - Maintaining registration list, including sending out bills as needed, answering questions from registrants and staffing the registration table at events.
 - Add events to the Association's web based event's calendar and monitor registrations.
- Inform the NYSFSMA website management team of needs for updates, edits and deletions to the web site, and provide materials to social media platforms as directed by the Board of Directors.
- Provide edits and updates to the website (nyfloods.org) as needed to keep it up to date with respect to events, contacts, links, and articles.
- Coordinate NYSFSMA activities and projects in accordance with the adopted annual work plan.
- Coordinate with partner organizations to further collaborative efforts regarding the topic of flood mitigation and stormwater management in accordance with the mission of the organization.
- Assist NYSFSMA committees with meeting logistics and membership lists.
- Respond to requests for information received through the NYSFSMA website, including directing questions to the appropriate Board member.
- Gather submitted articles for the periodic member newsletter and format them for publication.
- Format and send membership emails, under direction of the Board of Directors.
 - Cross check between incoming membership applications and renewals and online data-base information.
 - Assure that members who offer to join committees are added to the committee lists.
 - Respond to questions about memberships and payments.



Necessary Knowledge, Skills and Abilities:

- Experience with initiating and coordinating projects.
- Experience with bookkeeping and administrative tasks and procedures.
- Comfortable with reaching out to and speaking with other professionals and the general public.
- Able to work independently and efficiently.
- Proficient with office productivity suites (Microsoft 365, Google office suite, or similar,) remote video communication tools (GoToWebinar, Zoom or similar) and social media platforms (LinkedIn, Facebook, Twitter.)

APPLICATION PROCEDURE: Applicants must submit a resume and cover letter, addressed to the NYSFSMA Board of Directors, to chair@nyfloods.org. Applications must be received by November 12th, 2022. Expected start date is November 30th, 2022.

Albany, Oct 20, 2022