Agency Coordinator Job Description

Every agency participating in the FDM project will have one person represented in the Design Team. This individual is designated as Agency Coordinator and has the following responsibilities:

- Function as the primary agency contact person
- Assist to organize on-site technical assistance as requested
- Represent the agency in the project trainings
- In coordination with the Collaborative Coordinator represent the agency in meetings
- Ensure the appropriate agency staff receives information, training and participates in the project
- Maintain the FDM project for the agency and ensure the data entry into the Matrix Creator or appropriate data base
- Utilize the Matrix data for agency program evaluation and improvement
- Follow protocols to successfully integrate the FDM into the agency culture
COLLABORATIVE COORDINATOR JOB DESCRIPTION

Select a Collaborative Coordinator with these responsibilities:

- Function as the collaborative-wide contact person
- Communicate as needed with participating agencies
- Assist with the selection of additional Design Team members to broaden the collaborative
- Coordinate the participation of agencies in meetings
- Assist with communications and logistics for technical assistance and trainings
- Conduct regular follow up meetings with Design Team partners to maintain compliance with FDM/Pathways evaluation protocols and ensure integration into agency culture