



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

Board Services Coordinator

MetroPlan Orlando, the metropolitan planning organization for Orange, Osceola and Seminole Counties is seeking a Board Services Coordinator. This position works within Regional Partnerships Department.

This position's primary function is the coordination, planning, and execution of board and committee meetings, focusing on customer service and required compliance with the Government in the Sunshine Act and other regulations. This position requires considerable interaction with board and committee members along with the public. A courteous demeanor along with the technical skills to facilitate a meeting are essential. In addition, this position requires the necessary technical and personal skills to perform general office functions that ensure an efficiently run organization.

The Board Services Coordinator will:

- Fully support assigned meetings of the board, committees, subcommittees, and other meetings as assigned ensuring full compliance with Government in the Sunshine Act and other regulations.
- Maintain Communication Databases including Excel, Outlook, and website files containing information of board and committee members, agency contacts, guests, and the public.
- Assist other staff members to ensure an efficiently run organization by providing administrative support, technological assistance, and a clearinghouse of organizational information.

Minimum Qualifications

- High school diploma is required. Additional education desired
- Five (5) years progressively responsible experience in a secretarial or administrative support position
OR
Three (3) years progressively responsible experience in organizing and supporting board meetings.
- Proficient knowledge of common business computer program packages including Microsoft Word, Excel, PowerPoint, and Adobe Acrobat.
- Ability to learn and use electronic devices with a high level of proficiency such as copy machines, audio/visual equipment
- Ability to set up and host virtual meetings using Zoom and/or Microsoft Teams platforms.
- Effective written and oral communication skills in English
- Ability to write business correspondence, including minutes from meetings.
- Bilingual (especially English/Spanish) is a plus.

Salary & Benefits

The position offers a competitive salary and an excellent fringe benefits package. It is based in a beautiful downtown Orlando location with convenient access to the Church Street SunRail Station, nearby LYMMO Service, a Lynx bus stop at the front door, and secure bicycle and vehicle parking.

How to Apply

Send a cover letter (including salary requirements) and resume to: hr@metroplanorlando.org OR Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801. Completion of a MetroPlan Orlando employment application form will be required of those selected for interview.

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.

This position will be open until filled, however, the first round of applications must be received by May 19, 2023.