



## **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