

# MPO BOARDS COORDINATOR/ADMINISTRATOR

**Company:** BROWARD METROPOLITAN PLANNING ORGANIZATION

**Location:** Fort Lauderdale, Florida

**Job Status:** Full-time

**Website:** <http://browardmpo.org/index.php/employment-opportunities>

The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented administrative professional to join our team as an MPO Boards Coordinator. This position will have direct contact with a variety of transportation professionals, including MPO Board members, elected officials, various local, state and federal agencies, the public, MPO partner agencies and other stakeholders. Employee must be able to work in a collaborative environment and provide support for the Broward MPO's projects and programs. This position reports to Deputy Executive Director of Administrative Services/MPO Chief of Staff and directly supports the Administrative Services and functions of the Broward MPO. The ideal candidate is a highly motivated administrative professional, preferably in the transportation field, with exceptionally strong writing skills and interest in interacting with transportation professionals, elected officials and the public. The successful candidate should be well organized and able to multi-task, juggle multiple agendas and agenda items within the production process, have an ability to communicate effectively both orally and in writing, can synthesize technical information into plain-speak material, and have an ability to prioritize complex administrative activities and ever-changing work assignments. Experience with "AgendaQuick" software and/or format and content of public agency agendas/agenda items desirable. Interest in legislative issues is a plus. The successful candidate will hold a Bachelor's degree in business administration, public administration, political science, communications, planning or related field; or 2 have year's direct experience related to meeting/agenda coordination for a public agency.