



Job Description

Title: Program Coordinator, Resilient Communities

Reports To: Chief Operating Officer

Organization Description:

Thrive Regional Partnership, Inc. (Thrive) is a nonprofit regional placemaking organization with a mission to inspire responsible growth through conversation, connection, and collaboration across the greater Chattanooga region. Thrive convenes stakeholders across the region to ensure that as we grow in industry, prosperity, and population, we also preserve community and natural character for generations to come.

Position Summary:

Thrive Regional Partnership is a fast-paced organization with an innovative culture. Through strategic collaboration, data-driven decision-making, and innovative community engagement, Thrive strengthens regional connectivity, resilience, and economic vitality.

The Program Coordinator reports to the Chief Operating Officer and is responsible for coordinating Thrive's Resilient Communities efforts. This role requires a dynamic leader who can build partnerships, drive collaborative problem-solving, and implement programs that enhance economic, natural and cultural resilience in urban, suburban, and rural communities.

The Program Coordinator will engage with local governments, nonprofit organizations, businesses, and community leaders to identify opportunities, align resources, and implement strategies that support long-term regional prosperity and responsible growth. The ideal candidate is detail oriented with strong volunteer management and meeting facilitation skills.

Essential Duties and Responsibilities:

- Coordinate the Resilient Communities program, ensuring it effectively meets timelines and deliverables for optimal success.
- Guide communities through human-centric, data-driven decision-making processes.

- Convene and facilitate cross-sector partnerships and maintain strong relationships with Thrive partners that drive community-centered solutions.
- Organize and facilitate workshops, training sessions related to the current Resilient Communities program and a learning cohort of past program graduates.
- Prepare meeting materials, track attendance, capture summaries, and manage post-meeting communications and task follow-ups.
- Track key performance reporting metrics and reports to evaluate program impact and satisfy related grant requirements.
- Prepare reports, case studies, and presentations to communicate program success and lessons learned.
- Other duties as assigned

Minimum qualifications:

- College degree in Public Administration, Community Development, Economic Development, or a related field (or equivalent work experience).
- Proven experience in program coordination, community engagement, facilitation, or resilience planning with strong organizational and multitasking abilities.
- Strong verbal and written communication skills, with the ability to foster collaboration and convey complex ideas effectively.
- Knowledge of placemaking practices and cultural diversity within demographic, rural, suburban, and urban communities.
- A self-starter who thrives in a team environment and can work independently to advance shared goals.
- Familiarity with collaborative work platforms (e.g., Google Workspace, Slack) and project management tools.
- Must be eligible to legally work in the U.S. and have access to reliable transportation for regional travel as needed.

The salary range for this role is \$42,000-\$48,000, plus generous benefits.

Interested applicants must respond including a persuasive cover letter, a resume, and references, combined into one PDF document of no more than 4 pages, and emailed to jobs@thriveregion.org to the attention of Shannon Millsaps, Chief Operating Officer.