



The Housing Institute

Team Coordinator Description of Responsibilities

The Team Coordinator plays a vital role by providing ongoing support to members of the team and becoming the main point of contact. The TC is typically responsible for, scheduling meetings, setting agendas and monitoring progress by communicating with members (and MHP) as needed. Other responsibilities include:

- Recruitment of team members
- Provide completed registration packet and signed Team Member Expectation Agreements to MHP
- Compiling team members' contact information
- Sets up and attends team meetings.
- Rostering and organizing team members
- Communicating with team members
- Help members establish goals and plan for their project work.
- Coordinating team and project tasks
- Finding alignment between team members
- Help members evaluate the progress in project area.
- Communicate with MHP staff on team activities as needed.
- Provide wrap up and completion materials to MHP.

MHP will assign a staff person to each team. This person will provide technical assistance to the team and help facilitate the team meetings, assigned activities and project development during the 18 month long Housing Institute. MHP office staff, with input from the team coordinators, will develop workshop curriculum, arrange for workshop venues (including lodging attendees and meals for attendees) as well as process the mileage reimbursement requests.

The achievements of the team largely depend on effective communication, facilitation, coordination, delegation, and proactive planning involving the Team Coordinator, team members and MHP staff.

Together, we can make this Institute a success.

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