

## **SOUTH FLORIDA REGIONAL PLANNING COUNCIL**

### **DESCRIPTION OF REQUIRED SERVICES**

**Job Location: South Florida**

**Application Deadline: Friday, January 31, 2020 by email**

#### **FACILITATION AND DISPUTE RESOLUTION SERVICES**

Since 1974, the South Florida Regional Planning Council has served as the regional planning agency for Monroe, Miami-Dade, and Broward counties. The Council supports the region's elected leaders and stakeholders through regional, collaborative planning and the development and implementation of strategies to create a better future for South Florida.

A key part of the Council's mission is to serve as a neutral party who can assist in the development of collaborative processes and consensus decision making among key stakeholders on the myriad challenges and opportunities facing the region.

#### **GENERAL DESCRIPTION OF NEEDED SERVICES**

The South Florida Regional Planning Council seeks assistance in the area of professional facilitation and dispute resolution services. The required services may include facilitation, consensus building, participative planning, meeting convening, and dispute resolution.

#### **MINIMUM QUALIFICATIONS**

- Minimum of two years of work experience providing facilitation services
- International Association of Facilitators (IAF) Certification or similar preferred
- Certified Master Facilitator (CMF) a plus
- Bachelor's Degree in appropriate field is required; Master's Degree preferred
- Valid Florida driver's license and ability to occasionally travel out-of-town

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent interpersonal, verbal and written communication skills, including proper spelling and grammar
- Ability to create and sustain a participatory environment
- Ability to create collaborative client relationships
- Ability to guide group discussions to appropriate and useful outcomes
- Ability to multi-task and be details oriented with a strong work ethic

**COST OF SERVICE DELIVERY**

Please list a summary of the services you provide and the approximate cost associated with those services. For example, include hourly or daily fees, on-site vs. off-site cost differential, discounts for extended projects, etc. If not local, please factor travel costs.

**DEADLINE TO APPLY**

Friday, January 31, 2020

Submit documentation fully describing experience and qualifications to Karen Chang at [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com).

**Contact:**

South Florida Regional Planning Council

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