

Diane Cox
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

REGIONAL PROJECT MANAGER

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The COG is seeking a resourceful, community-minded individual to fill the position of Regional Project Manager in the Planning and Economic Development Department. This is a full-time position with a comprehensive employee benefits package. The Regional Project Manager will have the opportunity to provide support and technical assistance to local governments on a wide variety of issues such as housing, broadband, transportation, water and sewer infrastructure, and other community and economic development initiatives.

The ideal candidate for this position will be detail-oriented and able to work independently. This person will have excellent communication skills and a passion for improving the quality of life for all people who live and work in the region.

Essential Duties and Tasks:

- Conduct grant development, writing and administration
- Provide technical assistance to local governments and other partners
- Coordinate a variety of regional planning and economic development efforts
- Lead Public Meetings related to project work
- Collect and analyze data and draft reports

Knowledge, Skills, and Abilities:

- Willingness and a curiosity to learn
- Excellent written and verbal communications skills, including public speaking
- Ability to effectively communicate with an audience of diverse interests
- Ability to establish and maintain effective and productive working relationships with public officials, governmental staff, co-workers, and the public
- Possess critical thinking and time management skills
- Ability to multi-task a must

Desired Education and Experience

Undergraduate degree from an accredited college or university in a field such as public administration, planning, business administration or communications and 1-2 years of experience in planning, grant writing and administration, or project management; or an equivalent combination of education or experience. Possession of a valid driver's license is required.

Salary will be based on qualifications and experience, but the expected starting range is \$50,000 - \$52,000. Excellent benefits package includes health, dental, vision and participation in the NC Local Government Retirement System. Work is performed in an office environment.

Interested applicants should submit a resume and cover letter to info@kerrtarcog.org.

Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early. Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit, and organizational need.