



## **Regional Program Coordinator**

The Kerr-Tar Regional Council of Governments (KTRCOG) seeks a Regional Program Coordinator to perform education, outreach and administrative management of grant-funded programs throughout the Kerr-Tar Region (Franklin, Granville, Person, Vance and Warren counties). Coordinator will also provide staff support to the Kerr-Tar Rural Planning Organization.

The Regional Program Coordinator will administer programs funded by annual grants (such as Clean Fuel Advanced Technology and Safe Routes to School) and provide administrative support for the Kerr-Tar Regional Planning Organization. The successful candidate will develop marketing and outreach programs, coordinate with community organizations and local officials, and provide education opportunities to residents of the region (including school-aged children). The Coordinator will also provide technical planning and other support to the Kerr Tar Rural Planning Organization, including assisting with preparation of maps and presentation materials for meetings, research and field data collection and reports. This role requires considerable public and media contact.

Individual must have strong administrative and marketing skills, proficiency in spreadsheets and word processing in a windows environment, and the ability to work with clients from diverse cultural backgrounds. Excellent verbal and written communication skills are required, to include presentation and public speaking skills.

### **Education and Experience:**

The ideal candidate will hold a Bachelor's degree in Communications, Planning, Government Administration or related field or a combination of education and experience required. Possession of a valid driver's license required. Recent and impending graduates with professional degrees are encouraged to apply.

Salary will be competitive and based on experience, with a hiring range of \$42,000 - \$45,000 annually. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at [info@kerrtarcog.org](mailto:info@kerrtarcog.org). Please note, only electronic application materials emailed will be accepted for this position.

Complete job description and requirements are available on our website at [kerrtarcog.org](http://kerrtarcog.org).

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.