



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 contact and media.

KTRCOG is an innovative regional planning agency located in Henderson, NC. KTRCOG has a membership that includes local governments throughout the region and leads major projects in the areas of aging, regional planning and workforce development.

Major Duties include:

- Developing of and participating in community outreach and educational activities with local citizens, governments, non-profit organizations, and educators;
- Working within teams of internal and external stakeholders on a variety of planning, education and outreach initiatives.
- Developing and implementing effective methods of communicating information about grant programs and initiatives;
- Administration of federal and state grant programs in accordance with grant requirements, including records keeping and reporting;
- Assisting in the rural transportation activities of the Kerr-Tar RPO;
- Assisting with writing grant applications;
- Conducting research and gathering and analyzing data related to various transportation projects.
- Assisting with preparation for KTRPO meetings as appropriate. Includes preparation of agendas, minutes, resolutions and related items and coordination the distribution of all meeting packages.

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:

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.