

## Local Reentry Council Coordinator

**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

Kerr-Tar Regional Council of Governments seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region. This position, which is closely aligned with the Kerr-Tar Workforce Development Board (KTWDB) mission and vision, has the responsibility of serving as the primary contact and overall coordinator of the Kerr-Tar Local Reentry Council. This includes coordination among all Kerr-Tar Local Reentry Council members and seeking new partners as well as documenting and monitoring the progress and outcomes of the Kerr-Tar Reentry Council.

The Local Reentry Council Coordinator duties include but are not limited to:

- Coordinate all aspects of the Kerr-Tar Local Reentry Council (KTLRC); coordinate meetings and other needed KTLRC activities, including leadership meetings;
- Work closely with KTLRC partners to ensure activities are coordinated, referrals are made, communication is strong, and that challenges are addressed;
- Ensure accurate and timely tracking and reporting of program-related budget, data, and programmatic information;
- Conducts research, identifies, and communicates with program staff in development of new public and private grant opportunities consistent with organizational priorities and KTWDB capacity;
- Develops, organizes and supports innovative strategies and special projects to better engage and serve the participation of unique populations across programs in workforce activities;
- Works in conjunction with other KTWDB programs as needed to assure that all customers obtain quality workforce training and employment assistance services;
- Directs daily operations of KTLRC programs to ensure quality client services in compliance with federal and state eligibility and performance requirements, budget guidelines, and stated outcomes.

Graduation from an accredited college or university with an Associate's degree in human services, non-profit management or related field and two years of experience; or an equivalent combination of experience or training.

Salary will be competitive and based on experience. 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 applicants should submit a resume and cover letter to [info@kerrtarcog.org](mailto: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. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying 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. Position is open until filled.