



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 \$47,000 to \$50,000. 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@kerrtarco.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.

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