

Albemarle Commission is currently seeking applications for a **Broadband Project Coordinator** who will work with local governments in the Albemarle Commission region (Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington counties), internet service providers, and consulting groups involved in regional broadband deployment – under the direction of the Special Projects Administrator. This position is temporary full-time, as it is grant funded. At a minimum, it will be a three-year position. Extensions will be dependent on available funding. The Coordinator will provide administrative support to ensure that implementation and prescribed project activities are carried out in accordance with specified objectives. Superb verbal and written communication skills are required for the successful execution of this position. Work requires independent judgment and initiative.

Select Duties and Responsibilities

- Participates in planning and developing methods for project implementation and administration
- Interacts with local government representatives and citizens to promote the goals and objective of the project, to include designing and distributing regular email communications
- Reviews records and reports of activities to ensure progress is being accomplished toward specified program objective; recommends modifications to methods or procedures as required to redirect activities and ensure that objective is attained
- Prepares recurring program reports for management use.
- May participate in preparing grant proposals to state and federal agencies and private foundations
- May participate in budget planning and preparation and assist in controlling expenditures in accordance with budget allocations for the program
- Performs other job-related duties as required

Knowledge, Skills, and Abilities

- Willingness and a curiosity to learn
- Critical thinking and time management skills
- Ability to work independently
- Ability to communicate effectively in-person, virtually, and in writing
- Ability to establish and maintain effective and productive working relationships with public officials, governmental staff, co-workers, and the public
- Proficiency with Microsoft Office Suite, Zoom or similar virtual meeting software, and social media platforms
- Demonstrated ability to prepare written reports and emails, often of a technical nature

Desirable Education and Experience

Associate's or Bachelor's degree from accredited college or university or an equivalent combination of education and related experience. Preferably, the candidate should have a background in admin, customer service, marketing, public relations, and building and maintaining critical relationships. Must possess a valid NC Driver's License.

Salary will be based on qualifications and experience, but the expected starting range is \$38,000 - \$42,000. Excellent benefits package includes health, dental, vision, and participation in NC's local government retirement system. Send cover letter, resume, and references to Ashley Stallings, Administrative & Benefits Coordinator, at astallings@accog.org. The position will remain open until filled.

This position is grant funded and may be limited to three years.

Albemarle Commission is an Equal Opportunity Employer.