

The Albemarle Commission is seeking a dynamic and qualified professional for the position of **Special Projects Coordinator**. 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. This position will work on a diverse set of economic and community development projects, including but not limited to project development and administration; grant writing and post-award management; research and data analysis, and local government technical assistance. Responsibilities include providing technical assistance to units of local government in the Albemarle region (Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington counties), regarding matters such as economic development planning and projects, infrastructure, housing, strategic planning, and grant development, writing, and management. The candidate must possess excellent writing skills and be proficient in project coordination or have a willingness to learn. Work requires independent judgment and initiative.

Select Duties and Responsibilities

- Conducts, presents, and participates in regional economic and community development projects and activities
- Tracks federal and state grant opportunities, and engages with Albemarle Commission member governments on pertinent opportunities
- Prepares federal and state grant applications for Albemarle Commission and Albemarle Commission member governments
- Provides technical assistance to county and municipal staff and elected officials
- Leads public meetings within the context of project work
- Gathers and analyzes relevant data on economic development issues according to state and local ordinance requirements and drafts reports
- Performs 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
- Knowledge and experience of the following preferred but not required:
 - EDA, HUD, USDA and/or other Federal and State economic development grant programs
 - Post-award grant management
 - Ability to administer project funds from contract sign-off to close-out, including generating invoices, supporting documentation, progress reports, and final reports

Desired Education and Experience

Bachelor's degree from an accredited four-year college or university with a major emphasis in public administration, planning, business administration, economic development, or related field is required.

2-3 years' experience in an economic development organization, non-profit organization, or a municipal, county, or regional government is preferred, or an equivalent combination of education and experience. 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. Work is performed primarily in an office environment, with the potential to work remotely once or twice per week, depending on the organization's requirements. 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.