



## Northern Border Regional Commission

**Location:** Anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

**Position Title:** Program Specialist I

**Supervisor:** Senior Program Specialist

**Travel Requirements:** Travel to sites within NBRC territory (New York, Vermont, New Hampshire, Maine) is required.

### POSITION SUMMARY

The Program Specialist works collaboratively with the Senior Program Specialist, Program Director, and NBRC grant administration staff to liaise with and support NBRC projects across the NBRC's territory. The Specialist will work directly with both Federal and State-based partners, and will serve in a backup role to the Senior Program Specialist.

The Specialist will take the lead on a critical function to the operation of the NBRC: project reimbursement requests.

This position is able to be based anywhere within the NBRC's territory States (Maine, New Hampshire, New York, or Vermont), with frequent in-territory travel to include visits to Concord, NH, required for training, bi-monthly all-staff meetings, or other events.

### ROLES AND RESPONSIBILITIES

Program Specialist responsibilities include:

- Lead the processing of project reimbursement requests.
- Create a process for administering requests that is replicable.
- Ensure adequate backup for reimbursement request functions.
- Serves as a liaison with grant applicants and grant recipients.
- Serves as backup on progress reporting.
- Assists NBRC staff in grant scoring and distribution to State Program Managers.
- Provide grant lifecycle technical assistance.
- Represents NBRC programs to public stakeholders, and State and Federal partners.
- Participates in project monitoring activities, in collaboration with NBRC administrative staff.
- Supports Grantee award administration activities in collaboration with the Local Development Districts.
- Customer service and troubleshooting for projects, payments, processing and other situations as they present themselves.
- Maintains NBRC grant management software.

**Other tasks:** The Program Specialist will support other Commission functions as needed. For example, this might include project-based work to better understand projects that have gone dormant, updating documents in collaboration with other staff members, or gathering resources for a meeting.

## REQUIRED SKILLS AND EXPERIENCE

The Program Specialist will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will hold a Bachelor's degree (and preferably Master's degree in relevant field) and 3-5 years prior experience in a relevant field:

- Significant experience in grant management, and the grant-making lifecycle.
- Possesses superior judgment and demonstrated ability to negotiate effectively with parties who often have competing interests and constraints.
- Superior analytical ability, detail orientation, and progressively responsible and effective experience in identifying and resolving difficult problems. Superior skills and ability to apply these techniques and resources to analysis of assigned areas.
- Flexibility and versatility: Provides rapid response to varying, often time-pressured assignments; possesses the agility to move quickly between complicated issues.
- Ability to understand new areas quickly and thoroughly, to develop new concepts and ways of approaching difficult problems, and to reason logically from the facts available; demonstrates initiative and creativity in relating developments in the assigned program areas to overall policy and in identifying problems and issues (existing or potential).
- Possesses superior skill in synthesizing voluminous materials, and in presenting ideas, conclusions, and recommendations clearly and effectively, both orally and in writing.
- Ability to organize and present complex analyses and issues in coherent products specifically designed to assist decision-making.
- Ability to handle high-stress & potentially confrontational situations in a calm and effective manner.
- Ability to identify, deconflict and de-escalate tense discussions
- Ability to communicate with a diverse group of individuals and groups.
- Experience with construction & project management a plus.

**To apply:** Please submit a resume and cover letter to Rich Grogan, Executive Director, [rgrogan@nbro.gov](mailto:rgrogan@nbro.gov)

**This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.**

### **Equal Employment Opportunity Statement**

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, gender identity, gender expression, arrest record, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment and personnel actions such as compensation, promotion, benefits, layoffs or terminations are decided on the basis of qualifications, merit, and business need.