



Northern Border Regional Commission

Location: This is a fully remote, work from home position. Candidates may be based anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

Position Title: Program Coordinator

Supervisor: Program Director

Travel Requirements: Periodic travel within the NBRC's territory for stakeholder, staff, and Commission meetings.

POSITION SUMMARY

The Program Coordinator primarily supports the Program Director and the NBRC's program team by coordinating grant making activities at all levels and phases of the grant lifecycle. The role will work collaboratively with NBRC staff, focused on the deployment of federal funds for all NBRC grant programs. NBRC expects to deploy over \$80MM in grants during FY 2024 within the four NBRC States.

This position is able to be based anywhere within the NBRC's territory States (Maine, New Hampshire, New York, or Vermont), with periodic in-territory travel for stakeholder, staff, and Commission meetings.

ROLES AND RESPONSIBILITIES

The Program Coordinator will be engaged throughout the entire grant-making cycle with the primary responsibility of assisting the Program Director and coordinating activities among the program team. The Program Coordinator will maintain a focus on identifying opportunities to increase efficiencies and workflow and team collaboration.

Pre-Application:

- Assist Program Director and the NBRC program team in the development and refinement of grant-focused informational and compliance materials annually.
- In collaboration with the NBRC program team and State and regional partners, support project development inquiries region wide.
- Assist Program Director and the NBRC program team in the development of promotional and communication materials and strategies across grant programs.
- Provide technical assistance to potential applicants on the use of NBRC's grant management software.
- Coordinate with the NBRC's program team to schedule and conduct programmatic information sessions for state partners and grantees.

Post-Application:

- Assist Program Director and Program Managers with pre-application and application intake, review, and transmittal to State Program Managers.
- Coordinate transfer of applications to NBRC State partners for review and scoring, and support State-based scoring teams by answering questions and reviewing and communicating regulations and NBRC policies.

Post-Award:

- Coordinate documentation of awards and support Program Director and Executive Director in preparation for Commission award selection meeting.
- Engage with the NBRC's program team in outreach to understand areas of under-investment and make recommendations for investment targets in subsequent rounds.
- Build and maintain relationships with current grantees to identify areas of needed technical assistance, and work with the NBRC's program team to make resources available for assistance.
- Coordinate with the NBRC's program team to identify projects that need attention, such as programmatic monitoring or site visits, to ensure grantees are completing their projects within their period of performance, as well as conduct follow-up visits with completed projects to understand results and grantee experience.

Program Support:

- Understand all aspects of the grant making life cycle: grant reimbursement requests, compliance reporting, close-out procedures, and de-obligation requests to provide in-house support and coordination as needed.
- Participate in the creation and maintenance of replicable programmatic administrative processes.
- Coordinate internal programmatic administrative communication among staff.
- Support other Commission functions as needed, such as one-off research or data-based projects.
- Facilitate internal communication to ensure a smooth and efficient workflow.
- Under the supervision of the Program Director, maintain the program team calendar and communicate scheduling updates.

REQUIRED SKILLS AND EXPERIENCE

The ideal Program Coordinator candidate will have experience and an understanding of federal grant administration processes and requirements, with a curiosity about topics in infrastructure and economic development and more broadly. The ideal candidate will possess 3-5 years prior experience in a relevant field:

- Possesses superior judgment and demonstrated leadership skills and abilities to negotiate effectively with parties who have competing interests and constraints.
- Team-oriented, and thrives in a collaborative, yet fully remote work environment.
- Experience in federal grant management, federal rules and regulations, and the federal grant-making lifecycle.
- Flexibility and versatility: Provides rapid response to varying, often time-pressured assignments; possesses the agility to move quickly between complicated issues, while also ensuring attention to detail and providing excellent customer service to NBRC's grantees and partners.
- 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.
- Ability to handle high stress & potentially confrontational situations in a calm and effective manner.
- Possesses superior skill in synthesizing voluminous materials, and in presenting ideas, conclusions, and recommendations clearly and effectively, both orally and in writing.
- Ability to communicate with a diverse group of individuals.
- Experience with construction & project management a plus.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$65,000 - \$75,000/annually, depending on the skills and experiences of the successful candidate (for internal equity, NBRC cannot

engage in salary negotiations outside of this range). This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

To apply: Please submit a resume and cover letter to Molly Taflas, Deputy Executive Director, mtaflas@nbc.gov. Please *do not* include photos or social media links with your application materials.

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 actual or perceived race, color, creed, religion, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, age, disability, national origin, ancestry, citizenship status, military service and veteran status, genetic information or other characteristics protected by applicable federal, state, or local law or ordinances. The NBRC is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.