



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 NBRC program staff 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 three NBRC grant programs. NBRC expects to deploy over \$40MM in grants during FY 2023 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

Program Coordinator primary responsibilities include:

Pre-Application:

- Assist Program Director and NBRC program staff in the development and refinement of grant-focused informational and compliance materials annually.
- Ensure that grant and program materials comply with current Federal regulations.
- In collaboration with NBRC staff and State-based and regional partners, support project development inquiries region-wide.
- Assist Program Director and NBRC program staff 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 NBRC staff to schedule and conduct programmatic information sessions for state partners and grantees.

Post-Application:

- Assist Program Director and Program Managers with grant Letters of Interest (LOI) 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.
- Coordinate collection of missing applicant information.

Post-Award:

- Coordinate documentation of awards and support Program Director and Executive Director in preparation for Commission award selection meeting.
- Engage with NBRC staff 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 NBRC staff to make resources available for assistance.
- Coordinate with NBRC staff 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.

Additional tasks will include:

- Learn 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 as needed.
- Participate in the creation and maintenance of replicable programmatic administrative processes.
- Coordinate internal programmatic administrative communication among staff (i.e., admin e-mail, LOI e-mail, etc.)
- Support other Commission functions as needed, such as one-off research or data-based projects.

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 often have competing interests and constraints.
- Team-oriented, and thrives in a collaborative 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 \$60,000 - \$75,000/annually, depending on the skills and experiences of the successful candidate. 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 Rich Grogan, Executive Director, rgrogan@nbr.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 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.