



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 Specialist

Supervisor: Program Director

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

POSITION SUMMARY

The Program Specialist works collaboratively with NBRC staff and leadership, and Federal and State partners, to liaise with and support NBRC-funded projects across the NBRC's territory. The Specialist's primary responsibility is execution of the various components of the grant making lifecycle.

The grant making lifecycle is a critical function to the operation of the NBRC and includes duties such as: project reimbursement requests, compliance reporting, project close-out procedures, and de-obligation requests.

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

ROLES AND RESPONSIBILITIES

Program Specialist responsibilities include:

- Processing of project reimbursement requests, close-out requests and de-obligations.
- Serves as a liaison with grant applicants and grant recipients.
- Serves as backup on compliance reporting.
- Assists Program Director and NBRC program staff in the in-house eligibility review of Letters of Interest (LOIs), grantee applications, etc.
- Provides grant lifecycle technical assistance, and superior customer service to grantees and NBRC partners.
- Represents NBRC programs to public stakeholders, and State and Federal partners.
- Participates in project monitoring activities, in collaboration with NBRC staff.
- Supports Grantee award administration activities in collaboration with regional and local economic development organizations.

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 have 3-5 years of prior experience in a relevant field:

- Superior analytical ability, detail oriented, and 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: Provide rapid response to varying, often time-pressured assignments; possesses the agility to move quickly between complicated issues.
- Ability to understand new information quickly and thoroughly, to develop new concepts and ways of approaching, identifying, and flagging difficult problems, and to reason logically from the facts available.
- Demonstrates initiative and creativity in relating developments in the assigned program areas to overall program policies.
- Ability to synthesize voluminous materials, and to present ideas 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 and potentially confrontational situations in a calm and effective manner.
- Adaptable with respect to changes in work processes and near-term objectives.
- Ability to communicate with a diverse group of individuals.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$50,000 - \$65,000/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@nbrc.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.