



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 and technical assistance, and working to finalize successful projects.

The ideal candidate will demonstrate curiosity and an eagerness to learn about the grant lifecycle, a variety of types of projects, and the characteristics of different funding mechanisms. Additionally, ideal candidates will be collaborative by nature, and express the continuous improvement mindset necessary in a small but growing organization.

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, amendments, and de-obligations within the NBRC's new Grants Management System and manually.
- Serves as a liaison with grant applicants and grant recipients.
- Assists Program Director and NBRC program staff in the in-house eligibility review of Preapplications, 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/compliance activities, in collaboration with the NBRC reimbursement team.
- Supports grantee award administration activities in collaboration with regional and local economic development organizations.
- Helps to develop grantee training materials and participates in/hosts grantee training sessions.

Other tasks: The Program Specialist will support other Commission functions as needed, such as project-based work to better understand project challenges, assist in NBRC partnership program work,

or supporting internal data tracking/analysis..

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.
- Flexibility and versatility: Provide rapid response to varying, often time-pressured assignments; possesses the agility to transition 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. Ability to synthesize this information and to present ideas and recommendations clearly and effectively, both orally and in writing.
- Demonstrates initiative and creativity in relating developments in the assigned program areas to overall program policies.
- 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 \$55,000 - \$65,000/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@nbro.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.