



Position Description

Program Coordinator I / Office Coordinator

Position Summary

The full-time Program Coordinator I/Office Coordinator supports the George Washington Regional Commission (GWRC) staff in providing support to GWRC as a whole as well as across programs, with a concentration on assisting with office management, human resources, finance/procurement, meeting scheduling and organizing, communications, and record-keeping. Additional time will focus on administrative support for GWRC programs in the areas of economic development, environmental services, housing and community health, and/or transportation. Initial program work will be in the areas of economic development and environmental services but is subject to change over time.

GWRC is the designated planning district commission for Virginia Planning District 16, which includes the counties of Caroline, King George, Spotsylvania, and Stafford and the City of Fredericksburg. In this capacity, GWRC and its sister boards, including the Fredericksburg Area Metropolitan Planning Organization (FAMPO), the Fredericksburg Regional Continuum of Care (CoC), and GO Virginia Region 6, lead regional efforts that address “problems of greater than local significance”. GWRC serves as fiscal and staffing agent for FAMPO, the CoC, and GO Virginia Region 6, and serves as fiscal agent for several other groups and initiatives. In short, GWRC strives to be a broad-based planning and doing organization for the region.

Program Coordinator I: Working under close supervision, employees in this class receive in-service training and are given detailed instructions in the performance of routine duties related to program coordination and administration. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised.

Principal Duties and Responsibilities

- Provides office management support, including supply management and ordering, IT coordination, building maintenance coordination, and managing correspondence
- Assists with routine human resources and finance/procurement activities
- Helps coordinate and organize meetings, trainings, and events, to include taking meeting minutes (occasional evening meetings)
- Identifies new technologies to improve efficiency and effectiveness of routine office activities
- Supports office-wide and program-specific communications, including websites, newsletters, reports, and social media
- Assists with record-keeping
- Helps maintains key reporting and grant application deadlines
- Supports grant/project administration, including funding applications, activities/deliverables, reporting, and subcontracts (when applicable), and oversight of subgrantees, including review of financial documents and project metrics
- Helps prepare and submit required data and reports
- Maintains organization-wide and group-specific contact lists
- Helps with community engagement and education
- Proofreads and edits key documents and presentations
- Performs other duties as assigned

Qualifications

- Any combination of education and experience equivalent to a Bachelor's Degree and one year of experience or a Master's Degree
- Excellent organization and attention to detail
- Adherence to confidentiality of personnel, financial, and personal information
- Ability to prioritize and effectively manage multiple projects simultaneously
- Ability to maintain effective relationships with co-workers and partner organizations
- Ability to work as a member of a team but also independently
- Ability to be flexible when needed, and develop creative solutions to problems
- Strong analytical, writing, and communication skills
- Computer proficiency and experience with Microsoft Office
- Experience with WordPress, MailChimp, and various social media platforms

Compensation

- Hiring range: \$60,190-\$66,209
- Excellent benefits, including:
 - Health insurance (medical, dental, vision and prescription)
 - Retirement through the Virginia Retirement System (VRS)
 - 13 paid holidays
 - Paid Time Off of annual and sick leave
 - Flexible scheduling and telework options after probationary period
 - Career development opportunities
 - Employee assistance program
 - Life Insurance
 - Short- and long-term disability insurance
 - And more

Full-Time Position - 40 hours per week - FLSA Exempt Position