



**SOUTHWESTERN COMMISSION
COUNCIL OF GOVERNMENTS**

Project Manager

The Southwestern Commission is seeking resourceful, community-minded candidates to fill the position of Project Manager. The Project Manager will assist local governments with various community and economic development-related projects like housing, broadband, outdoor recreation, etc.

Department	Community and Economic Development
Reports to	Becca Scott, becca@regiona.org

Description

Ideal candidates must be collaborative team members who can work independently. Candidates should demonstrate a passion for improving the quality of life of the citizens living and working within the Southwestern Region of North Carolina, which includes the following counties: Cherokee, Clay, Graham, Haywood, Jackson, Macon, and Swain.

Additionally, candidates will demonstrate an understanding of rural community and economic development challenges and opportunities. Strong project management skills, attention to detail, and building and maintaining solid relationships with local governments and partners are necessary to ensure the long-term success of the Southwestern Commission and the Community and Economic Development Department.

Responsibilities

- Provide technical assistance to local governments and other partners
- Conduct grant writing and administration
- Serve as a coordinator and resource for a variety of regional planning activities
- Act as liaison between community groups, government agencies, and elected officials in developing and managing projects
- Coordinate a variety of regional planning and economic development efforts
- Conduct data collection and visualization

Desired Abilities, Knowledge, and Skills

- Curiosity and willingness to learn
- Exceptional written and verbal communication skills, including public speaking
- Creative problem-solving abilities
- Ability to research and understand complex programs independently
- Familiarity with issues facing communities in Western North Carolina
- Proficiency in Excel, data analysis tools, and basic office software (Microsoft, Google Workspace)
- Knowledge of local, state, and federal government operations

Minimum Experience

The position requires any combination of education and training equivalent to an undergraduate degree in a field such as public administration, planning, or communications with 1-2 years of experience in planning, grant writing, administration, or project management. A master's degree in public administration or a related field is preferred.

About Us

Founded in 1965, the Southwestern Commission is a regional Council of Government serving the seven westernmost counties of North Carolina, the 17 municipalities, and the Eastern Band of Cherokee Indians. Our mission is to improve the quality of life in our service area by assisting local governments in reaching their goals, which is accomplished through the work of our four departments: Area Agency on Aging, Community and Economic Development, Mountain West Partnership, and Workforce Development.

Meet The Team

The Southwestern Commission team comprises over 25 dedicated professionals committed to meeting the region's needs and finding innovative and efficient ways to assist our partners. Team members support each other and prioritize a positive culture and work environment. Our commitment to serving the citizens of our region makes the Southwestern Commission a great place to work!

Compensation

The Southwestern Commission offers a comprehensive employee benefits package, which includes health, dental, and vision insurance as well as paid time off and participation in the NC local government pension program. The anticipated salary range for this position is \$45,000 to \$50,000.

Apply

The Project Manager position will remain open until filled. A state of North Carolina application must be completed and can be obtained via [this link](#). Send a completed application, a cover letter, and a resume to Becca Scott at becca@regiona.org or mail to 125 Bonnie Lane, Sylva, NC, 28779.