

Southwestern Commission
125 Bonnie Lane
Sylva, NC 28779
Phone: (828) 586-1962

The Southwestern Commission is the regional Council of Government that serves the seven western-most counties of North Carolina, the 17 municipalities therein, and the Eastern Band of Cherokee Indians. The Commission is seeking a resourceful, community-minded individual to fill the position of Project Manager. This is a full-time position with a comprehensive employee benefits package. The Project Manager will have the opportunity to provide support and technical assistance to local governments on a wide variety of issues such as housing, broadband, transportation, water and sewer infrastructure, and other community and economic development initiatives.

The ideal candidate for this position will be detail-oriented and able to work independently. This person will have excellent communication skills and a passion for improving the quality of life for all people who live and work in the region.

Typical Tasks

- Conduct grant writing and administration
- Provide technical assistance to local governments and other partners
- Coordinate a variety of regional planning and economic development efforts
- Conduct data collection and visualization

Knowledge, Skills, and Abilities:

- Excellent written and verbal communications skills, including public speaking
- Ability to effectively communicate with an audience of diverse interests and political persuasions
- Familiarity with the prevailing issues facing communities in Western North Carolina
- Creative approach to problem-solving

This 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 and administration, or project management. A master's degree in public administration, planning, or related field is preferred. A complete job description can be found at <https://regiona.org/project-manager/>

This position will remain open until filled.

A state of North Carolina application must be completed and can be obtained via the following link: <https://oshr.nc.gov/pd107-2023fillablepdf/open>. Send a completed application along with a cover letter and resume to Becca Scott at becca@regiona.org or mail to 125 Bonnie Lane, Sylva, NC 28779.

Starting Salary Range: \$40,000 - \$45,000

PROJECT MANAGER

GENERAL STATEMENT OF DUTIES

The primary duties for this position are to assess community needs and develop tactics and innovative strategies to address those needs.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class is oriented toward assisting communities with planning activities as well as writing and administering grants. The work requires extensive research and compilation and analysis of data. Work also requires extensive public contact often of an independent nature. The employee is involved in economic development work and is often required to prepare complex documents related to the work. Work is performed under the regular supervision of the Director of Community and Economic Development.

TYPICAL TASKS

- * Writes and administers grants;
- * Serves as the ARC planner;
- * Coordinates infrastructure development throughout the region;
- * Develops the annual comprehensive economic development strategy;
- * Collects data and performs analysis;
- * Works with local governments in developing plans at the local level by serving as a resource;
- * Serves as a coordinator and resource for a variety of regional planning activities;
- * Develops planning studies and reports in support of new and updated plans, programs and regulations;
- * Acts as liaison between community groups, government agencies, developers and elected officials in developing plans;
- * Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent written and verbal communications skills, including public speaking.
Proficiency in Excel and other data analysis tools, as well as basic office software.
Ability to effectively communicate with an audience of diverse interests and political persuasions.
Understanding of the prevailing issues facing Appalachian communities.
Knowledge and skill in desktop publishing.
Some knowledge of group facilitation and mediation.
Knowledge of the principles and practices of planning.
Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
Knowledge of local , state, and federal government operations

DESIRABLE EDUCATION AND TRAINING

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

PHYSICAL REQUIREMENTS

Work in this class is generally sedentary. Work does require the ability to talk to stakeholders and conduct meetings, see printed materials and a computer screen, and the physical dexterity to operate a motor vehicle and office equipment. Work is required outside of the office so the ability to travel is a requirement of the job.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license and a satisfactory driving record.

FLSA STATUS

Non-Exempt