

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 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 from the NC Works Career Centers or found online at <https://www.ncworks.gov/vosnet/Default.aspx>. Send a completed application along with a cover letter and resume to Russ Harris, Southwestern Commission, 125 Bonnie Lane, Sylva, NC 28779.

Starting Salary Range: \$35,000 - \$45,000