



## **Program Coordinator Position Description**

### **Position Summary**

The Program Coordinator supports the George Washington Regional Commission (GWRC) staff in providing support to GWRC as a whole as well as across multiple programs, including but not limited to the Fredericksburg Regional Continuum of Care (CoC), and GO Virginia.

The George Washington Regional Commission (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.

The Fredericksburg Regional CoC is the network of community organizations working together to address homelessness within the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford. The mission of the CoC is to reduce and prevent homelessness by developing, supporting, and promoting a coordinated system of human services and housing opportunities in the Greater Fredericksburg Region.

GO Virginia is a business-led economic development initiative that is changing the way Virginia’s diverse regions collaborate on economic and workforce development activities. GO Virginia supports programs to create more high-paying jobs through incentivized collaboration between business, education, and government to diversify and strengthen the economy of Virginia through both a state board and series of regional councils. GO Virginia Region 6 includes the City of Fredericksburg and the counties of Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford, and Westmoreland.

### **Principal Duties and Responsibilities**

- Helps coordinate meetings and events, including maintaining contact lists, scheduling, reserving space, sending notices, preparing and distributing packets, coordinating needs such as AV and refreshments, and completing minutes
- Maintains organization-wide and group-specific contact lists
- Oversees communications by maintaining websites, drafting and sending newsletters and other mass news correspondence, and managing social media accounts
- Helps coordinate funding application rounds per program policies & procedures
- Helps with program/project grant monitoring and oversight of subgrantees
- Assists with maintaining key reporting and grant application deadlines
- Proofreads and edits key documents and presentations
- Helps prepare and submit required data and reports
- Helps with community engagement and education
- Helps with special event planning and implementation
- Performs other duties as assigned

*George Washington Regional Commission is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer/Affirmative Action Employer, making a decision without regard to race, sex, national origins, disability, age, color, low-income, or limited-English proficiency.*

**Qualifications**

- Any combination of education and experience equivalent to bachelor's degree or higher
- Excellent organization and attention to detail and ability to multitask
- Ability to maintain effective relationships with co-workers and partner organizations
- Ability to work as a member of a team but also independently, with minimum supervision
- Strong analytical, writing, and communication skills
- Ability to collect, analyze, and interpret data, preferred
- Computer proficiency and experience with Microsoft Office
- Experience with WordPress, Constant Contact, MailChimp, and social media

**Compensation:** Starting salary negotiable depending on qualifications.

Full-Time Position - 40 hours per week