



Program Coordinator I or II 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, with a focus on housing and community health.

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.

GWRC’s current efforts related to housing and community health include coordinating homeless services as the lead agency for the Fredericksburg Regional Continuum of Care (CoC), supporting community efforts related to housing affordability, overseeing the local Emergency Food and Shelter Program (EFSP), and participating in other related efforts.

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.

Program Coordinator II: Working under general supervision, employees in this class receive in-service training and are expected to manage a full, multi-program workload independently, referring non-procedural questions to the supervisor. Positions in this class can be filled by advancement from the lower level of Program Coordinator I or from outside the organization by an individual with prior related experience.

Principal Duties and Responsibilities

- Helps coordinate funding application rounds per program policies & procedures
- Maintains key reporting and grant application deadlines
- Oversees program/project grant monitoring and oversight of subgrantees, including review of financial documents and project metrics
- Prepares and submits required data and reports
- Coordinates and staffs meetings and events
- 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 with community engagement and education
- Helps with special event planning and implementation
- Helps coordinate strategic planning efforts
- Proofreads and edits key documents and presentations
- Performs other duties as assigned

The George Washington Regional Commission is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

Qualifications

- For the Program Coordinator I position, any combination of education and experience equivalent to a Bachelor's Degree and one year of experience or a Master's Degree
- For the Program Coordinator II position, any combination of education and experience equivalent to a Bachelor's Degree and four years of experience or a Master's Degree and two years of experience
- Excellent organization and attention to detail
- Ability to prioritize and effectively manage multiple projects
- 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

- \$58,155-\$63,971 for Program Coordinator I
- \$62,807-\$69,088 for Program Coordinator II
- Excellent benefits, including:
 - Health insurance (medical, dental, vision and prescription)
 - Retirement through the Virginia Retirement System (VRS)
 - 13 paid holidays
 - Paid annual and sick leave
 - Flexible scheduling and telework options
 - Career development opportunities
 - Employee assistance program
 - Life Insurance
 - Short- and long-term disability insurance
 - And more

Full-Time Position - 40 hours per week