

SUMMARY

PROGRAM COORDINATOR

The Program Coordinator is responsible for managing and coordinating the operations of various Delivery of Benefits programs supporting environmental, social and/or economic well-being in the Columbia Basin Trust region. Responsibilities include managing and coordinating granting processes, contribution agreements and program contractors; planning and implementing program and policy development; establishing and maintaining relationships with partners and organizations; and conducting research, administrative and logistical support. This position reports to the Senior Manager, Delivery of Benefits.

KEY ACCOUNTABILITIES

1. Manages and coordinates the operations of selected programs including delivery partners, contribution agreements and granting processes.

- Develops and oversees contracts with organizations and individuals in compliance with the Trust's Financial Management Policies and budgets.
- Manages and monitors ongoing programs and projects related to their performance, attainment of goals, use of funds, impacts on the community and alignment with the Trust's values, principles and strategic objectives.
- Develops and manages program budgets.
- Coordinates grant intakes, coordinates and participates in application adjudication processes and makes funding recommendations.
- Performs due diligence related to funding applications.
- Ensures fairness and balance occurs in the approval of projects and Trust funding.

2. Plans, directs and implements program and policy development.

- Communicates the Trust's vision, strategies, plans and programs to build local understanding.
- Coordinates development of new programs and refinement of existing programs to act on the Trust's strategic priorities.
- Coordinates the development, implementation and interpretation of Trust policies and plans related to the delivery of benefits to Basin residents.
- Solicits ideas and proposals for the Trust's programs, services and funding.
- Identifies and communicates ideas, issues and concerns that are relevant to the strategic direction of the Trust, its programs and initiatives.
- Develops recommendations and carries out actions to help ensure established programs continue to meet community needs and opportunities.
- Collaborates with other staff in the development of Trust initiatives, programs, policies and strategies and assists with the development of supporting systems and processes.

3. Manages relationships.

- Builds and maintains working relationships with community groups and environmental, social and economic agencies and organizations.
- Corresponds and communicates with contractors, consultants and community groups as necessary to maintain working relationships.
- Coaches groups and contractors on how to increase the success and achievement of agreed upon goals.

4. Conducts related research and analysis activities.

- Researches and analyzes specific topics to support initiatives and programs.
- Gathers and analyzes data to support monitoring and evaluation of initiatives.
- Assists with developing guidelines and processes for new programs.

5. Provides administrative and logistical support.

- Coordinates and supports programs, projects, public meetings and advisory committee meetings as needed.
- Coordinates and arranges special events as required.

6. Performs other related duties as required.

QUALIFICATIONS

Required Qualifications & Experience

- A minimum of a bachelor's degree in business, environmental, social and/or economic studies, planning, public policy, or a related field or an equivalent combination of education, training and experience.
- A minimum of 4 years of experience in business, environmental, social and/or economic field, community development, program and policy development and analysis (public and/or business) and/or a related position.
- Experience coordinating programs and projects.
- Sound knowledge of contract management principles, techniques and best practices.
- Sound knowledge of grant management processes.
- Sound knowledge of and experience with MS Office software particularly Outlook, Word, PowerPoint and Excel.
- Working knowledge of information management systems and budgeting process.
- Working knowledge of regional and community issues and opportunities within the Basin.

Required Skills

- Self-motivated and results oriented.
- Strong research, writing, administrative and organizational skills.
- Well-developed presentation, research, and communications skills.
- Ability to understand and discuss Trust objectives, operations and administrative and organizational structures.
- Ability to travel within the Basin.
- Use of a personal vehicle for travel.