



### **Position Description**

#### **Environmental Services Coordinator II or Program Manager**

##### **Position Summary**

Under supervision by the Deputy Director or their designee, the Environmental Services Coordinator II or Coordinator III/Program Manager is responsible for overseeing daily operations of projects within the Environmental Services Program of the George Washington Regional Commission (GWRC).

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 environmental services include Chesapeake Bay Phase III Watershed Implementation Plan (WIP III) coordination and implementation, Coastal Zone Management (CZM) Program coordination, GWRC Septic Relief Program implementation, Hazard Mitigation Plan coordination, Local Emergency Planning Committee (LEPC) coordination, and participation in other related efforts, including those related to the Potomac, Rappahannock, and York river basins.

**Coordinator II:** Under general supervision by a program manager or director or their designee, a planner/coordinator II is expected to independently manage a full workload for one or more GWRC projects, referring non-procedural questions to the supervisor.

**Coordinator III (Program Manager):** Under limited supervision by a program director or their designee, a program manager performs complex work and specialized assignments for one or more GWRC projects, requiring an advanced level of technical knowledge.

##### **Principal Duties and Responsibilities**

- Facilitates collaboration, technical assistance, and strategic planning among local government, state government, and community partners
- Oversees grant/project administration, including funding applications, activities/deliverables, reporting, and subcontracts (when applicable)
  - Maintains key reporting and grant application deadlines
  - Ensures required activities and deliverables are met
  - Prepares and submits required data and reports
  - Manages consultant contracts
- Assists the Deputy Director with financial oversight of applicable projects
- Coordinates and staffs meetings, trainings, and events
- Builds and maintains relationships with partners and other stakeholders
- Oversees environmental services communications, including public presentations, websites, newsletters, and social media
- Oversees applicable community engagement and education
- 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 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
- Program Coordinator III/Program Manager position: Any combination of education and experience equivalent to a Bachelor's Degree and six years of experience or a Master's Degree and four years of experience
- Experience in grant/project administration, meeting facilitation, and stakeholder coordination
- Knowledge of local or state environmental work or GWRC's current environmental services projects listed above, including septic cost-share assistance programs, preferred
- Excellent organization and project management skills
- Ability to prioritize and effectively manage multiple projects simultaneously
- 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
- Ability to be flexible when needed, and develop creative solutions to problems
- 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

- Program Coordinator II hiring range: \$65,005-\$71,506
- Program Coordinator III/Program Manager hiring range: \$71,506-\$78,657
- Excellent benefits, including:
  - Health insurance (medical, dental, vision and prescription)
  - Retirement through the Virginia Retirement System (VRS)
  - 13 paid holidays
  - Paid Time Off of annual and sick leave
  - Flexible scheduling and telework options after probationary period
  - Career development opportunities
  - Employee assistance program
  - Life Insurance
  - Short- and long-term disability insurance
  - And more

Full-Time Position - 40 hours per week - FLSA Exempt Position