



Community Development Program Project Coordinator

SEDA-Council of Governments' Community Development Program provides project based technical assistance to counties and communities both within and outside of the 11-county region, overseeing the development and implementation of approximately 25 public works projects annually. The program shepherds a broad range of public infrastructure and community facilities projects, often utilizing federal CDBG funding.

Primary responsibilities of the candidate we seek include development and implementation of public projects, undertaking Environmental Review (NEPA) compliance, grants administration, contract and project management. Additional responsibilities include assuring compliance with federal and state contracts and regulations. Strong analytical, public speaking, and writing skills are critical, as is the ability to remain detail-focused, while managing numerous concurrent projects. The successful applicant will have demonstrated skills in coalition-building and leadership. Applicants must hold a Bachelor's Degree. Experience in municipal governance and community development is beneficial.

Salary will be commensurate with applicant skills. Applicants should indicate salary expectation in their cover letter. SEDA-COG offers an excellent benefits package.

Submit resume and cover letter by October 26, 2018, to Amanda Owens, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837 (aowens@seda-cog.org).

EQUAL OPPORTUNITY EMPLOYER