



SPECIAL PROJECTS COORDINATOR

SUMMARY

The WV Community Development Hub is hiring a Special Projects Coordinator to oversee and manage two significant projects that provide critical support and leadership to the community development field in West Virginia.

This position will be the lead project coordinator for two significant projects that The Hub is leading in the coming year: the WV POWER Support Project and the Opportunity Appalachia program. Each of these projects work with a large set of external partners and structured advisory committees that support, direct and, in some cases, assist in executing the project deliverables. A highly qualified Special Projects Coordinator is expected to be adept at working with a diverse group of partners, addressing partner needs as they arise, and building strong project collaborations that are accountable, efficient, and creative. Strong people skills, facilitation and meeting coordination expertise, and a high degree of professionalism are minimum expectations for the right candidate for this position.

PROJECTS OVERVIEW

The Opportunity Appalachia program is an eighteen-month program launching in fall 2019 in partnership with the New River Gorge Regional Development Authority. This program will support up to five West Virginia communities in accessing technical assistance to prepare investment strategies for Opportunity Zone projects. A program advisory team will oversee project direction and successful achievement of deliverables, and will include a diverse group of partners from over a dozen other entities. The program will coordinate with similar programs in Ohio and Virginia, serving as part of a three-state strategy for coaching and support for rural Opportunity Zone development. This program is federally funded and the Special Projects Coordinator will be responsible for maintaining program tracking and providing quarterly reports to the federal funder in a timely and thorough manner.

The WV POWER Support Project is a project developed by The Hub to support organizations across the state that have received federal funding through the Appalachian Regional Commission (ARC) POWER program. The Special Projects Coordinator will oversee and execute a highly structured program that provides direct coaching to WV POWER grantees, that directs communications training and resources to grantees, and that convenes training and development support opportunities for grantees to help them grow their organizational capacity to achieve their project goals. A project advisory committee of 15 partners, including the ARC, is coordinated through the project and meets on a quarterly basis to oversee and guide project deliverables. Additionally, a team of contracted coaches supports the project, providing direct outreach to grantees. The Special Projects Coordinator will be expected to oversee and guide all of these project activities, and to build a deep knowledge and understanding of the POWER program and WV POWER grantees.



WHO WE ARE LOOKING FOR

The right candidate for this position will be able to hold an overall vision for a program while also tracking and executing themselves multiple specific deliverables, deadlines and requirements to keep the project moving forward effectively and efficiently. The unique opportunity in this position is that the Special Projects Coordinator gets to balance two separate projects, ensuring that every day is different, that they get to learn about different areas of community development and to build relationships with a very broad array of partners, communities and leaders across the state.

We are looking for candidates who have experience managing project teams, who have a commitment to excellence in their work, who are not hesitant to hold the varied roles of facilitator, administrator, event planner, reporter, and big picture thinker. An ability to work independently and with minimal direction is a must for this position.

This job will be the best fit for someone who wants to be deeply immersed in learning about rural community development, is already connected to the network of organizations working on community and economic development in West Virginia (or wants to be), demonstrates initiative and leadership in all of their work, and takes a collaborative and positive approach to working with colleagues, partners and diverse leaders.

JOB DUTIES

- Coordinate and lead internal program teams within each program, including facilitating regular team meetings between program staff and key partners.
- Coordinate and convene advisory groups, and regularly communicate with these partners over the course of the program.
- Develop program structure, strategies and materials to guide program execution in coordination with other Hub staff supporting the program.
- Coordinate contracted and staff community coaches serving programs and provide guidance, support and accountability for their coaching deliverables and outcomes.
- Provide direct, proactive support to individual communities and organizations supported by the program to ensure that they receive the services they need to be successful.
- Build and maintain partnerships within the fields relevant to each program, and actively seek out new relationships for The Hub with new and emerging relevant partners.
- Invest deeply in skills and knowledge development around the issues of the ARC POWER program, federal funding strategies and challenges, and the Opportunity Zones program.
- Track and report on project outcomes on a monthly basis, and coordinate program teams to submit relevant tracking and reporting of their activities where required for program reporting.



EDUCATION & EXPERIENCE

- Bachelor's degree required.
- At least three years' experience coordinating team-based programs, or equal experience coordinating and leading volunteer teams required.
- Ability to manage multiple projects simultaneously expected.
- Must have experience in facilitating meetings and coordinating coalitions, teams or volunteer groups.
- Experience with interpersonal relationship and trust building within teams.
- Experience supervising staff, interns or volunteers beneficial.
- Must be energetic, positive, imaginative, well-organized, and capable of functioning effectively in an independent environment and on a small team.
- Strong written and verbal communication skills, and comfortable speaking in front of audiences and leading group events.
- Excellent computer skills using Microsoft Office, Google Products, applications and other relevant software.
- Interest in a position that encourages leadership, demands initiative, provides accountability, and expects flexibility and a willingness to work hard to achieve success and support communities required.

SALARY/BENEFITS

- This position is full-time and based in The Hub's southern office in Charleston, WV.
- The salary for this position will be negotiated with the applicant and will be based on qualifications and experience. Expected starting salary will be between \$38,00 – 43,000.
- Significant travel is expected and all travel expenses are reimbursable. The vast majority of travel will be single day travel, limited overnight travel may be necessary for trainings, conferences and other limited activities.
- The Hub offers employee benefits including paid maternity leave, generous annual leave, and healthcare to support team members.

HOW TO APPLY

Please send a cover letter, writing sample (no longer than 3 pages), resume and 3 references to s.tyree@wvhub.org by September 20 2019. Your cover letter should clearly state your relevant experience, your interest in this position/The Hub, and why you believe you are the best candidate for this position.

Applications should include "Special Projects Coordinator" in the subject field.



The Hub is invested in building a diverse and qualified team that accurately reflects and is inclusive of the diverse talent represented throughout West Virginia. We strongly encourage and will positively consider applications from people who have been historically underrepresented in leadership roles, such as people of color, women and LGBTQ candidates.