

New River Valley Regional Commission – Community Resilience Coordinator

Are you interested in a role that will help communities in Appalachia recover from recent extreme weather disasters? The New River Valley Regional Commission is actively seeking a highly motivated, team-oriented, and proactively-minded individual for the Community Resilience Coordinator position. The Commission is a planning agency located in beautiful Southwest Virginia, that serves 13 local governments and three institutions of higher education.

The position of Community Resilience Coordinator provides disaster recovery implementation, project management and resiliency planning support for Virginia's New River Valley. This role involves a broad range of supportive activities such as project development and project management support for extreme weather resiliency-related projects. Primary duties include writing comprehensive grant applications, supporting and guiding projects from concept through implementation, making public presentations and completing governmental reports. This position will be responsible for pursuing a variety of state and federal funding opportunities that align with local and regional disaster recovery and resiliency objectives. Additional planning and project management duties may be assigned as necessary. While much of the coordinator's work will occur in conjunction with local government teams, field work that involves interactions with the general public, and federal and state agencies should be expected. This role will also involve coordination with area non-profits and community organizations to facilitate the delivery of recovery and resiliency efforts.

The position is preferred full-time and in-person; however, the Commission may choose to offer one or more part-time positions, depending on qualifications and level of interest. A successful applicant must have very strong written and verbal skills, time management, data collection and organizational skills to be successful in this position. Any combination of education and/or professional experience equivalent to a bachelor's degree in planning, public administration or communications is preferred. Familiarity with existing and new state and federal funding opportunities is strongly preferred. Continued professional growth is strongly supported. Experience with Adobe and Microsoft products is a must. Starting full-time salary range \$55,000 to \$75,000, DOQ. The full-time position offers four days in-office and one day remote work. Excellent benefits package includes paid employer health options and participation in the Virginia Retirement System. Starting part-time salary range is \$30-\$40 per hour and more flexible/remote working options may be available. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format. Materials should be emailed to Kevin Byrd, Executive Director, at kbyrd@nrvc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Applications will be accepted until the position is filled. Full position advertisement and application for employment can be found at <https://nrvc.org/news/careers>.



JOB DESCRIPTION: Community Resilience Coordinator

General Statement of Duties

The Community Resilience Coordinator position is characterized by a passion for supporting communities and neighborhoods with recovery from extreme weather events. The Community Resilience Coordinator is expected to possess in-depth knowledge regarding public infrastructure, housing, and grant administration. In addition, possess a readiness to proactively identify issues, plan for unforeseen situations, and respond quickly to disruptions. The Community Resilience Coordinator will both lead and support projects in a fast-paced team environment.

Workload Composition Goals for This Position

40% Project Management/Administrative (Financial Tracking and Oversight, Reporting, Grant Admin, etc.)

50% Community Engagement and Project Development Meetings, Documenting Input, Writing, etc.)

10% Continued Personal and Professional Development

Essential Functions

- Conducts extensive research to identify and evaluate specific funding opportunities;
- Writes and presents formal and technical reports, risk assessments, and correspondence;
- Evaluates community problems, issues, and opportunities;
- Coordinates with local teams and external agencies;
- Collects documentation regarding disaster impacts;
- Researches pre-existing conditions of properties and public assets;
- Manages vendors and execution of recovery plans;
- Manages complex projects involving multiple stakeholders and technical resources;
- Assists with the development and maintenance of disaster mitigation and recovery plans;
- Writes and administers grants;
- Occasionally attends after-hours meetings and events;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in planning, public administration or communications. Well-developed knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed. Strong project management ability demonstrated.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience or a Master's Degree. A willingness to continue growing and adapting personal and professional skill sets is a must.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.