



Community Development Program Project Coordinator

Excellent benefits package including health, dental, vision, retirement, life insurance and paid vacation & sick leave.

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, most often utilizing federal Community Development Block Grant (CDBG) and Redevelopment Assistance Capital Program funding.

Primary responsibilities of the position include:

- Development and implementation of public projects
- Various Federal, State, and Local Grants administration
- Financial management
- Contract and project management
- Coalition-building and leadership
- Assuring compliance with federal and state contracts and regulations

Required qualifications/skills:

Bachelor's degree, strong analytical, public speaking, and writing skills are critical, as is the ability to remain detail-focused, while managing numerous concurrent projects.

Experience in municipal governance and community development is preferred.

Salary will be commensurate with applicant skills. Applicants should indicate salary expectation in their cover letter. Applicants are expected to supply a resume and cover letter outlining work history, skills, and training by August 14, 2022 via mail or email to:

Amanda Owens, Human Resources Director
SEDA-Council of Governments
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aowens@seda-cog.org

SEDA-Council of Governments is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. www.seda-cog.org

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