

 **Program Coordinator**

**Department: Community Redevelopment Agency**

**Salary Range: $25.00/hr. - $30.00/hr.**

**Classification: Part-time (Non-Exempt)**

**This is experienced professional and administrative work in the areas of project/program coordination, compliance and administrative support. An employee of this class is responsible for coordinating and performing administrative tasks in support of CRA programs, projects and initiatives implemented pursuant to the Town's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employees serve as technical staff to the Town of Eatonville Community Redevelopment Agency to carry out the duties of the Agency. The CRA Program Coordinator is hired by the Executive Director. Work is performed in accordance with pertinent state and municipal laws and ordinances. An employee in this class exercises considerable independent judgment and has latitude in performing duties. General direction is provided by the TOE CRA Executive Director. Work is evaluated through review of results attained.**

**ESSENTIAL JOB FUNCTIONS:**

This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.  Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Coordinates and performs professional and administrative tasks for projects activities related to residential and commercial programs and redevelopment projects.

Conducts intake and screening of program applications for completeness and qualification.

Prepares legal documentation and formal correspondence, such as contracts, liens, covenants, notifications, and transmittals based on established templates and guidelines.

Assists with meeting coordination and scheduling.

Monitors and tracks contracts for deadlines and compliance.

Obtains, reviews, analyzes, and deciphers a variety of technical information and reports including, but not limited to, household income and occupancy, property ownership and title work, property tax delinquency, liens, judgements and code violations, rent rolls and certification, Davis Bacon payroll certifications and real estate appraisals, based on policies and guidelines and/or in consultation with subject matter experts.

Assists with grant reporting and compliance.

Maintains case files in specialized program management software to allow for accurate project management and monitoring.

Assists with program and project-related accounts payables and contract processing and recording.

Responds to routine, non-routine, and/or escalated information requests from customers to include both internal and external sources.

Assists with public outreach and public relations activities.

Tracks, monitors, and updates information on City website and other media outlets within area of authority.

Serves as liaison between the CRA office and other internal departments/divisions of the City, as well as, external agencies and organizations, property owners, tenants and community stakeholders.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:**

**Knowledge, Skills, and Abilities:**

Knowledge of general project coordination principles, practices, techniques, and methods.

Familiarity with community development and real estate practices and principles.

Ability to apply federal, state, and local laws, rules, regulations, and policies as needed to ensure compliance.

Ability to independently make sound judgments and recommendations based on objective observations and analysis.

Ability to recognize if/when a decision can be made or if it should be escalated to a higher-level manager for input.

Ability to draft legal documents and formal and informal communication instruments accurately and concisely.

Ability to manage and maintain spreadsheets and critical data.

Knowledge of effective communication techniques as needed to communicate with audiences from a variety of different backgrounds to include dealing with difficult people as well as other communication techniques used to calm escalated matters.

Knowledge of standard office procedures, terminology, and best practices.

Ability to establish and maintain effective working relationships with associates and the general public.

**Experience Requirement:**

**Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and**

**Three (3) years of experience in project and/or program coordination and administrative support. Experience with state and/or federal grants in a government or non-profit setting is preferred.**

**Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.**

**Certificates and Licenses:**

Valid Florida driver's license

Employees in this position are required to pass the National Incident Management System (NIMS) IS-700 within 30 days of employment or from the date an internal Officer takes the position. The IS-800, ICS-100 and ICS-200 within 90 days of employment, or from the date an internal Officer takes the position. The ICS-300 and ICS-400 within 180 days of employment, or from the date an internal Officer takes the position. There may be additional NIMS required, which will be scheduled by your supervisor.

If you are a motivated and organized individual with excellent administrative skills, we invite you to apply for the Office Assistant position. We offer competitive compensation and benefits packages, as well as opportunities for professional growth and development. To apply, please submit your resume and cover letter detailing your relevant experience and qualifications to hr@townofeatonville.org

**CRA Program Coordinator Supplemental Questionnaire**

**\*QUESTION 1 (Please circle answer)**

Did you graduate from an accredited college or university with a Bachelor’s degree in an appropriate discipline?

Yes

No

**\*QUESTION 2 (Please circle answer)**

Do you have three years of experience in project and/or program coordination and administrative support?

Yes

No

**\*QUESTION 3 (Please circle answer)**

Do you have experience with state and/or federal grants in government or a non-profit setting? (this is preferred)

Yes

No

**QUESTION 4 (Please circle answer)**

If you are claiming Veteran's Preference, have you attached your DD214 or a letter from your Commanding Officer indicating your dates of service and honorable serving status?

Yes

No

Not Applicable