Job Opportunity  Coordinator [Appalachian Leadership Program]

Vacancy Number 2019-17

Closing Date Open until authorized

Location Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade NF 7-9

Apply: https://appalachianregionalcommission.applytojob.com/apply/p2CvxUPFOq/Coordinator-Appalachian-Leadership-Program

About the Appalachian Regional Commission
The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC’s mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

Position Summary
This position provides overall program support and coordination of the Appalachian Leadership Institute. This position will work with the program manager to support this leadership program impacting next generation leaders, which prepares regional leaders to collaborate and address the most-pressing issues of the Appalachian Region. This role will coordinate and support all aspects of this program. This position reports to the Division Director and works closely with the Program Manager.

Duties and Responsibilities
Coordinate Fellow travel arrangements and travel reimbursement process. Ensure timely and accurate communications and transactions. Maintain applicable records and files.

Track program applications. Maintain records of applicants, develop and maintain searchable file system and communicate to program manager application status, data, and information.

Coordinate application and selection process. Ensure adherence to program timelines and deadlines, communicate application and selection progress to and with program manager, and run reports to provide real time updates to program manager.

Coordinate alumni database and registration for alumni programs. In coordination with the program manager, support the development of alumni programs. Develop and maintain record retention and communication methods for alumni.

Responsible for USDA reconciliation, including quarterly and ad-hoc reports.
As requested, research and summarize best practices associated with professional leadership development programs, especially in economically distressed and/or rural communities. Research and implement innovative enhancements to the program.

Support project status and timelines, ensuring deliverables are met accurately, efficiently, and on-time.

Support the leadership development committee through meeting minutes, setting up conference calls, and other tasks.

Support the program manager in the delivery of the leadership development program, including contractor relationships and outcomes, program deliverables, event logistics, etc.

Develop relevant program metrics and system of metric tracking. Maintain, track, and report program metrics and outcomes.

The supervisor and program manager may assign special tasks.

Significant travel is required, typically within the Appalachian Region.

**Qualifications**

Ability to effectively work under pressure.

Ability to use effective organizational skills to manage multiple tasks, priorities, and deliverables.

Ability to efficiently and effectively plan work to accommodate shifts in priorities.

Self-directed and self-motivated

Ability to think creativity and develop innovative approaches to programs and problems

Project Management - application of the principles, methods, and tools for developing, scheduling, coordinating, and managing projects and resources.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Decision Making - makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Problem Solving - identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
Adaptability - ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions

Communicating - selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor

Writing - Recognizes and uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience; produces written material that is timely, accurate, succinct and relevant to recipient’s needs.

Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information.

Critical Analysis - ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems.

Accountability - makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others; owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others.

Understanding of meeting and event planning, coordination and delivery; develop agendas and write/share meeting minutes.

Understanding of leadership development programs, training or development programs including training needs, delivery and assessment.

Understanding of Requests for Proposals (RFPs) and Contract/agreement monitoring and administration.

**Additional Requirements**

- Prior to hire, the selectee must successfully complete and maintain a background check/investigation
- U.S. Citizenship
- Ability to travel (up to 30%)

**Salary and Benefits**

ARC offers a collaborative work environment, a convenient location near Dupont Circle, and a competitive benefits package which includes health insurance, retirement, paid time off, commuting subsidy, professional development, etc. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he or she may be able to continue his or her retirement and life/health insurance benefits. ARC generally follows the General Schedule Salary Table of the Federal government. ARC’s grades denoted by “NF” are equivalent to the federal grade(s) on the GS chart.
ARC is an equal employment opportunity employer and endeavors to make reasonable accommodations to the known physical or mental limitations of qualified applicants with a disability unless the accommodation would impose an undue hardship on the operation of ARC’s business. If an applicant believes he or she requires such assistance to complete the application or to participate in an interview, he or she should contact Allison Thiriez. If an applicant has any questions or concerns, he or she should reach out to Allison Thiriez at 202.884.7712 or at hr@arc.gov