

## **PROGRAM AND COMMUNICATIONS COORDINATOR**

**Salary: \$50,000.00**

**FSLA Status: Exempt**

### *Economic Development Analysis and Project Support*

1. Produce and interpret IMPLAN economic impact models and reports to support project development, grant applications, and regional planning.
2. Use ESRI ArcGIS to map and track Region 9 projects and build and maintain a public-facing project dashboard.
3. Maintain the regional project database and related documentation for all active and completed projects.
4. Assist with the annual and five-year updates to the Comprehensive Economic Development Strategy (CEDS), including data collection, analysis, and drafting.
5. Prepare annual ARC and EDA grant renewal and performance reports.
6. Support Project Managers with research, writing, and proofreading, including drafting and managing basic state, federal, and foundation grant applications as capacity requires.
7. Assist with documentation and administration across all Region 9 projects.
8. Prepare clearinghouse review letters and Requests for Proposals/Qualifications as needed.

### *Communications and Council Operations*

9. Draft and produce correspondence, resolutions, and letters of support.
10. Manage Region 9's social media accounts and create content for them.
11. Coordinate all preparation for Region 9 Full Council meetings, including reservations, advance distribution of materials, meeting packets, name tags, RSVPs, and related communications.
12. Advertise public meeting notices and agendas in compliance with notice requirements.
13. Record and transcribe meeting minutes as assigned.
14. Serve as receptionist and primary point of contact for meetings and events.

### *General*

15. Attend training and professional development workshops relevant to the position.
16. Perform related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The successful candidate will have working knowledge of economic and community development principles and practice, including federal grant programs administered by the Appalachian Regional Commission and the U.S. Economic Development Administration, and familiarity with the Comprehensive Economic Development Strategy process. The position requires the ability to run economic impact analyses in IMPLAN and explain the results clearly to non-technical audiences, as well as proficiency with ESRI ArcGIS for mapping, project tracking, and dashboard development. Candidates must have strong research, writing, and editing

skills, with the ability to draft grant applications, reports, correspondence, and resolutions that are accurate, well organized, and suited to their audience. The role calls for strong organizational skills and attention to detail, the ability to manage several projects and deadlines at once, and proficiency with Microsoft Office and social media platforms. Candidates should also be familiar with, or able to learn quickly, public meeting and notice requirements under West Virginia's Open Governmental Proceedings Act. Because the position works with Council members, local officials, project partners, and the public, it requires a professional, service-oriented manner, sound judgment in handling sensitive information, and the ability to work both independently and as part of a small team. Candidates who are strong in some of these areas and willing to be trained in others are encouraged to apply. IMPLAN and/or ESRI training will be provided for the right candidate.

### **EDUCATION AND EXPERIENCE:**

A bachelor's degree in planning, economics, public administration, communications, or a related field is preferred. One to three years of experience in economic or community development, local government, grant writing, or nonprofit administration is recommended, including experience with GIS or economic modeling software. An equivalent combination of education and experience that provides the required knowledge, skills, and abilities will also be considered.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

May require possession of an appropriate valid driver's license.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential tasks.

**TO APPLY:** Email your resume to Executive Director Rachel Miller at [rmiller@region9wv.com](mailto:rmiller@region9wv.com).

**CLOSING DATE:** Resumes must be received no later than October 23, 2026 at 3PM.

9/2026