

St. Croix Hurricane and Hazardous Fuel Mitigation ARRA Project

Project Coordinator: \$18,304 per year, 16 hours/week, 2-year position

Oversees and coordinates all aspects of St. Croix Hurricane and Hazardous Fuel Mitigation AARA Project in accordance with USDA-AARA, Federal OMB and employer's guidelines, policies and legal requirements. Responsible for all project implementation and activities, all project accomplishment reporting to V.I. RC&D Board and grantor, and completion of project tasks.

Job Responsibilities and Duties Include:

- Coordinate activities; oversee project expenditures and subcontracts; and conduct outreach and promotions for project. Set deadlines, oversee contractors, monitor and summarize project progress, finances and accomplishments.
- Organize and maintain project files, including maintain accurate records and control reports, work to ensure contractors adhere to contract specifications, and ensure that information has been recorded accurately. Review reports from bookkeeper for accuracy and timeliness of payments, disbursements and grant draw-downs.
- Collect project implementation data / information from contractors, collate collected information, create and/or analyze monthly, quarterly, and annual project status and performance reports, and present reports/findings to V.I. RC&D Board. Prepare quarterly Federal project progress reports and monthly AARA progress reports for Office of the Governor in required format [including online reporting] and submit by required deadlines upon Board approval.
- Keep Board apprised of successes, delays, difficult and/or controversial issues, and unique problems. Take action to effectively solve problems before they have an adverse impact on the project, Council, or staff. A wide degree of creativity and latitude is expected. Report directly to V.I. RC&D Project Manager and Board.
- Draft subcontracts for Board review and approval, and administer subcontracts. Negotiate contractual provisions with partners. Work closely with subcontractors to ensure that tasks are completed in a timely manner and in keeping with the proposed timeline.
- Engage critical (WAPA, DPW, P&P, etc) stakeholders, prepare promotional materials, and communicate with media outlets to raise public awareness of project accomplishments.
- Promote training sessions through local media and direct outreach to appropriate agencies and individuals.

Experience and Skills Required:

Prior experience in successful management of Federal grants is required. Prior experience in management of environmental projects is preferred. Excellent written and verbal communication skills and proficiency with Microsoft Office and other applicable software needed. Ability to work independently and rely on experience and judgment to

plan and accomplish goals and to work well with diverse clients, vendors and partners is critical.

\$22/hr, 16 hrs/wk; 2 years; no benefits

Application Package Checklist:

- Resume
- Proof of Citizenship
- Contact info for at least 3 professional references
- Writing sample demonstrating communication and outreach skills