



JOB POSITION: COMMUNITY PROJECTS MANAGER

Job Summary:

To perform a variety of administrative duties in support of the Seneca Rocks Regional Development Authority (SRRDA). The position will monitor project progress across SRRDA under the direction of the Executive Director while supporting the staff administrative and clerical duties at the SRRDA offices. The community projects manager works as an essential part of the SRRDA team to further organization objectives and goals. This position may be used to fill a full time or part time position.

Duties/Responsibilities:

- Oversee day-to-day operations of the Petersburg SRRDA office.
- Carry out day-to-day organizational tasks and facilitating efficient communication.
- Assist in tracking grants and submitting applicable reporting to funder.
- Work with other agencies and community organizations to further SRRDA.
- Provide support to businesses that seek SRRDA assistance by connecting them with applicable programs.
- Assist in planning and coordination of company events.
- Manage commercial property listings for the SRRDA internal and external listings as well as property management.
- Answer phones and general email inquiries with relevant information.
- Secure bids for equipment and vendors for identified building projects and working with the executive director and/or operations manager in required administrative paperwork.
- Maintain office supplies inventory in Grant County.
- Prepares SRRDA Board meeting agenda, board minutes, maintenance records, documentation and files meetings paperwork with the Grant and Pendleton courthouse offices.
- Continuing education/training.
- Must be willing and able to travel. Less than 5% overall weekly time.
- Professional dress.
- Must keep office open as times designated by the SRRDA.
- Performs other related duties as assigned by the SRRDA.

Skills/Core Competencies:

Self starter.

Excellent written skills and verbal communication skills.

Project management and organizational skills.

Good understanding of technology, including proficiency in Microsoft Office.



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Ability to learn new software.
Multitasking capability.
Problem solving.
Excellent attention to detail.
Capacity to prioritize tasks.

Education and Experience:

In addition to the above, the candidate should have an enthusiastic personality and willingness to take on more duties as the organization grows. Business administration work or a related field of 5+ years of experience is preferred. Residency in one of the counties represented by the Seneca Rocks Regional Development Authority (Grant or Pendleton) is required.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.
Must be able to lift and carry up to 15 lb.
Must be able to use steps.

The Seneca Rocks Regional Development Authority will be accepting resumes for the position of 'Community Projects Manger' for the Seneca Rocks Regional Development Authority. Resumes along with a cover letter must be received or hand delivered, mailed or emailed to: Grant County Commission, Attention Michelle Sites, 5 Highland Avenue, Petersburg, WV 26847, administrator@grantcountywv.org. Any questions may be addressed to Michelle Sites at 304-257-4422.

Seneca Rocks Regional Development Authority is an Equal Opportunity Employer.