

New River Valley Regional Commission – Business Continuity Team Program Manager

Are you interested in an important role that will support job retention and keep businesses remaining productive across Virginia’s New River Valley in light of the COVID-19 pandemic? The New River Valley Regional Commission, a planning agency located in beautiful southwest Virginia, is seeking a team-oriented and experienced Program Manager. This new position will play an important role in helping local businesses proactively plan and/or respond after COVID-19 cases are identified in the workplace. The Program Manager will lead a highly innovative team approach to supporting businesses in the region should they be confronted with a COVID-19 case.

The successful candidate will enjoy working collaboratively with a multidisciplinary team that includes professionals in public health, public relations, contract cleaning firms, local governments and partner agencies. The Business Continuity Team Program Manager will join a team at the Regional Commission comprised of community and economic development planners, grant writers, finance professionals, and GIS specialists.

This new full-time temporary position will lead and contribute to various projects in an environment where continued professional growth is encouraged and expected. Experience in public administration, public health, planning, or public relations is desired. Minimum requirements include a post-secondary degree with three years of relevant experience. Hiring range is \$40K-\$55K, DOQ, with an excellent benefits package. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format by 5:00 pm on July 2, 2020. Materials should be emailed to Elijah Sharp, Deputy Executive Director, at esharp@nrvc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Full position advertisement and application for employment can be found at www.nrvc.org/employmentopportunities.



JOB DESCRIPTION: Business Continuity Team Program Manager

General Statement of Duties

The Business Continuity Team Program Manager is expected to be skilled at coordinating and facilitating collaborative meetings, public speaking, professional and technical writing, and have excellent communication skills. The Program Manager will both lead and support projects in a fast-paced team environment.

Essential Functions

- Oversees grant administration of involving multiple funders, aligns and deploys resources, promotes community awareness of programs, and works closely with regional partners;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Develops strategies that are consistent with local goals;
- Evaluates problems, issues, and opportunities;
- Coordinates regional partners on a regular basis to deliver results for annual projects;
- Responsible for initiating, leading, and facilitating meetings;
- Works closely with the New River Health District, New River Valley Public Health Task Force, local government emergency managers, among other collaborators.
- Attends evening meetings as necessary;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in project management, public administration, public health, planning, and/or public relations. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed. Strong project management ability demonstrated. Experience in grant administration and familiarity with state and federal funding sources is preferred.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a minimum of three years of relevant experience or a Master's Degree and a minimum of one year of experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.