

JOB ANNOUNCEMENT

Title:

Planner II – Triangle Transportation Choices, Grant Administrator
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

We are seeking an individual with excellent interpersonal skills and grant administrative management, reporting and invoicing skills as the grant administrator for our Transportation Demand Management (TDM) grant program - Triangle Transportation Choices. This individual will assist in coordinating and executing different aspects of administering the TDM grant in Central Pines Regional Council's (CPRC) transportation focus area.

Purpose:

The Planner II position will be a part of the multi-disciplinary transportation team at CPRC. The transportation team executes multiple wide-ranging projects on issues such as alternative transportation, safe routes to school and long-range transportation planning. Triangle Transportation Choices is a long standing TDM grant program in the transportation focus area and annually funds almost twenty different organizations in the seven-county grant region. The key goal of this program is to promote alternate commute choices amongst the region's residents through outreach and education. The Planner II position will be responsible for providing grant administration support and resources on everyday basis to the program grantees, trouble shooting and coordination of various grant activities. Fostering new relationships and maintaining existing relationships with stakeholders and grant partners is a key part of the responsibilities. This position may be able to work on other projects in transportation area over time as opportunities become available.

Duties & Responsibilities:

- Ensure that the TDM program's annual RFP (Request for Proposals) development and release process, reporting, invoicing, documentation and all other procedures are executed in a timely, efficient and professional manner.
- Review grantee reports and invoices, do trouble shooting as necessary, compile the reports and invoices for submission to the state agency in a timely manner with minimal supervision.
- Collaborate and coordinate with program grantees, program funders and external stakeholders on all grant activities.
- Work with grant manager and other TDM team members to coordinate and maintain grant cycle calendar; assist with the preparation of grant related materials for presentations and meetings.

- Maintain clear and open communication channels with internal and external stakeholders.
- Manage program website and other social media platforms.
- Approach all actions with a lens of diversity, equity, and inclusivity for both internal and external stakeholders/customers while exhibiting the organization's core employee values of integrity and trustworthiness, excellent customer service, well-informed leadership, and a focus on solutions and results.

Knowledge, Skills, & Abilities:

- Strong organizational and grant administration skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Must be able to manage assigned tasks to completion with minimal supervision.
- Experience with grant administration, record keeping, documentation, and reporting.
- Must be thorough and detail oriented during report and invoice review process which is one of the core duties in this role.
- Able to develop rapport with program grantees and engender genuine trust.
- Excellent oral and written communication skills. Spanish communication skills are a plus.
- Intermediate word and excel skills.
- Collaborate with TDM and transportation team as required.
- Ability to develop charts, maps, graphs, and other illustrative materials for effective communication with all stakeholders.
- Knowledge of and interest in transportation policies, alternate commute modes, equity and inclusion, air quality and sustainability issues.
- Experience as an alternate mode commuter (by foot, bicycle, transit, vanpool/carpool, etc.) is a plus.
- Ability to occasionally lift boxes 20 lbs. or less, when needed.

Education & Experience:

A master's degree in sustainability, environmental studies, planning, or a related field is required with at least one year of experience. A bachelor's degree in the same fields listed above and two-three years' experience in grant administration at municipal, county, or regional level is also acceptable.

The individual must have strong project management and communication skills to thrive in this position.

This position can either be in-office or hybrid in-office/remote. It will require some local travel to attend meetings in the office and other locations around the CPRC region, and occasionally out-of-region. It is possible to conduct many of the required job functions remotely.

Starting Salary & Benefits:

Hiring range: \$59,709 - \$62,695

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Planner II – Triangle Transportation Choices

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins August 26th, 2024.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.