Community Development Program
Project Coordinator

Excellent benefits package including health, dental, vision, retirement, life insurance and paid vacation & sick leave.

SEDA-Council of Governments’ Community Development Program provides project based technical assistance to counties and communities both within and outside of the 11-county region, overseeing the development and implementation of approximately 25 public works projects annually. The program shepherds a broad range of public infrastructure and community facilities projects, often utilizing federal Community Development Block Grant funding.

Primary responsibilities of the candidate we seek include:
- Development and implementation of public projects
- Grants administration
- Contract and project management

Additional responsibilities include:
- Assuring compliance with federal and state contracts and regulations

Strong analytical, public speaking, and writing skills are critical, as is the ability to remain detail-focused, while managing numerous concurrent projects. The successful applicant will have demonstrated skills in coalition-building and leadership. Experience in municipal governance and community development is preferred.

Salary will be commensurate with applicant skills. Applicants should indicate salary expectation in their cover letter.

Applicants are expected to supply a resume and cover letter outlining work history, skills, and training by July 30, 2020 via mail or email to:

Amanda Owens, Human Resources Manager
SEDA-Council of Governments
201 Furnace Road, Lewisburg, PA 17837
aowens@seda-cog.org

SEDA-Council of Governments is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. www.seda-cog.org

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