



*COGs are voluntary organizations of local government entities that coordinate programs and services to address needs that cross jurisdictional boundaries. There are over 500 COGs throughout the United States.*

## **EMPLOYMENT OPPORTUNITY WITH YAKIMA VALLEY CONFERENCE OF GOVERNMENTS:**

# **SENIOR PROGRAM COORDNATOR**

**To learn more about this position, go to [www.yvcog.org](http://www.yvcog.org), click on Employment.**

**Yakima Valley Conference of  
Governments**

**311 N 4<sup>th</sup> Street, Suite 204**

**Yakima WA 98901**

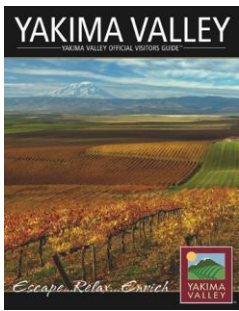
**<http://www.yvcog.org>**



## **ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS ...**

Established over 50 years ago, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a group of community members who are committed to working together on land use, transportation, environment, and other common issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The overall mission of Yakima Valley Conference of Government membership is to improve the valleys’ livability and secure its future.

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 256,700 people, 50.7%



of whom are Hispanic and Latino, the region is culturally rich and diverse.

Applicants will find a family friendly environment that offers affordable housing with a median cost of housing in the \$220,000 range. Small town living galore, the region offers urban living in the City of Yakima which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities. The Yakama Indian Reservation, which is home to 15% of the region’s population, is one of the largest Native American tribes in the nation.

## **ABOUT THE SENIOR PROGRAM COORDINATOR POSITION:**

The Senior Program Coordinator will be responsible for designated service programs, ensuring that goals and objectives are met within the prescribed timeframes and funding parameters. The successful candidate will ensure program/grant compliance. The person will be responsible for submitting activity reports to grantors and ensuring deliverables are being achieved. They will interact and work collaboratively with a broad range of elected officials, planning commissions, city staff, state, and federal staff. This person will be responsible to build relationships with grantors and to serve as a resource to internal and external stakeholders. This person must have the ability to work on multiple tasks, be able to prioritize work, and communicate and explain compliance to interested parties. This person must have excellent communication skills and be able to problem solve. They must be able to assist YVCOG members to understand the processes and requirements of government funding when it comes to grant compliance. It is extremely important this person can manage multiple projects meeting deadlines.

## PRIMARY RESPONSIBILITIES:

The Senior Program Coordinator performs the assigned job duties under general supervision as follows:

- Creates, maintains, and implements program policy and procedures for assigned program(s) incorporating CFR's, WAC's, RCW's, and local rules and regulations. Recommends improvements to current policies and procedures to improve internal controls.
- Responsible for program compliance. Provides audits and analysis to grants and program requirements, objectives, and goals. Responds to questions regarding grant and program compliance to external sources, including Local, State and Federal Agency staff.
- Coordinates and tracks progress for project(s) with YVCOG staff and grantors. Current programs consist of: Federal ARPA funds supporting the Regional Crime Intelligence Center, Federal HUD funds supporting Community Development Block Grants, State funds supporting Housing Action Plans, State funds supporting Community – Law Enforcement Partnership grant, Foundation funds supporting health through housing grants. *Grants will change periodically.*
- Develops activity deliverable reports monthly to submit with reimbursement requests
- Schedule meetings, present to city staff/elected officials, and provide follow-up regarding different programs and projects.
- Serves as a program resource on program guidelines and requirements as defined by funding source.
- Monitors, reviews, and reports on program progress and impact.
- Provide outreach to possible stakeholders for participation and partnerships
- Presents seminars and workshops to community partners.
- Develops relationships and works collaboratively with community partners to provide services to YVCOG members. Demonstrates cultural awareness and the ability to conduct business with local agencies.
- Participates in local, state, and federal trainings to improve service delivery and program effectiveness.
- Establishes goals for improving quality of services provided. Leads and manages quality improvement and customer satisfaction activities to improve delivery of services.
- Coordinates and directs NOFA's to a grant writer for current and future programs. Confirms grant applications including budgeting, scope of work, and schedule.
- Various administrative duties including meeting minutes, scheduling, calendaring, filing, record keeping, and follow up phone calls.
- Represent YVCOG by serving on committees concerned with the development and implementation of new or improved services, programs, and policies
- Responsible to keep projects on track, identifying, and defining project requirements, scope and objectives,
- Coordinate project schedules and deadlines, ensuring that all involved tasks are on track to meet deadlines and deliverables.
- Gather and provide public records if requested.
- This list of job responsibilities is not all inclusive.

## **REQUIRED EDUCATION AND EXPERIENCE:**

- A bachelor's degree in communications, marketing/design, business, urban planning, public administration or other related field (equivalent experience may substitute for education on a one-one basis)
- Experience: A minimum of 1 year in related employment in administration, project management, auditing, compliance, or another related field
- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess valid auto insurance
- Have the ability to travel throughout the Yakima region and state on a regular basis, at times during inclement weather conditions
- Prefer prior experience working with federal grants
- Prefer prior experience working in the public sector

## **KNOWLEDGE OF FOLLOWING ABILITIES:**

- Demonstrate project implementation and completion success
- Ability to comprehend, analyze, evaluate, and communicate in writing and/or orally technical information to non-technical audiences
- Demonstrated interest in the field of public safety, housing, health, and transportation
- Strong client management and customer service skills
- Ability to develop and present information to groups; public speaking experience
- Ability to work under pressure, organize work assignments, set priorities, and meet deadlines
- Ability to act in a tactful and diplomatic manner and work on sensitive issues with diverse group of individuals
- Must be able to work independently and as part of a team, have strong collaboration skills and sense of responsibility.
- Competency with MS Office required.

## **SALARY & BENEFITS:**

- Salary range for this position (DOE): **\$69,632 - \$92,056**
- Eligible for Personal Time Off (PTO) and Sick Leave
- Fourteen (14) paid holidays per year
- Health benefits include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and life insurance
- Eligible to participate in DRS Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- Wellness Program

- Employees work in the office during the probationary period with an option to work remotely after the probationary period if approved by Executive Director

**Background Investigation:**

For candidates that make it through the selection process a background investigation will be required due to the nature and security requirements of the job. Applicants will be required to sign releases of information and shall not have access to any investigative materials or files. This position has strict guidelines relating, but not limited to personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. **UNTRUTHFUL OR MISLEADING ANSWERS OR OMISSIONS WILL BE TREATED AS A FALSIFICATION WHICH WILL BE CAUSE FOR REJECTION OF POTENTIAL EMPLOYMENT.**

**All positions at YVCOG are Grant or Contract supported.**

**HOW TO APPLY: Position Open Until Filled**

To apply for this opportunity, email your resume, a cover letter and the answers to the supplemental for this position to: [yvcog.hr@yvcog.org](mailto:yvcog.hr@yvcog.org)

**Include in your resume:**

**Experience in essential duties listed in this job description**

**Knowledge in listed abilities in this job description**

**Required education and experience listed in this job description**

Yakima Valley Conference of Governments employees consist of grant-funded or city supported positions. Employment as a staff employee of the Yakima Valley Conference of Governments is considered to be at will and may be terminated by you or YVCOG at any time.

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.  
For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.  
This is a drug and tobacco free workplace.**