
Delta Regional Authority JOB DESCRIPTION

Organization: The Delta Regional Authority works to improve regional economic opportunity by helping to create jobs, build communities, and improve the lives of the 10 million people who reside in the 252 counties and parishes of the eight-state Delta region. Led by the Delta Regional Authority Board-comprised of the Federal Co-Chairman, appointed by the President and confirmed by the U.S. Senate, and the governors of the eight states. The Delta Regional Authority fosters local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and the quality of life for Delta residents.

Job Title: DeltaCorps Program Coordinator

Job Description Summary: The DeltaCorps Program Coordinator will be responsible for assisting the DeltaCorps Program Manager with the selection and support of operating sites and participants in DeltaCorps, recruiting organizations to serve as Operating Sites, monitoring programmatic and fiscal operations of Operating Sites, and assisting with the management of the DeltaCorps online presence through media outlets and the DRA website. The Program Coordinator is responsible for overseeing public relations activities and developing and administering educational and informational programs related to the operation of DeltaCorps. Additionally, as indicated by the Director of the Delta Leadership Institute, they will work in coordination with the DRA staff to efficiently balance the workflow of the department's other initiatives, and will be relied upon to frequently (~30% work hours) to travel within the eight-state DRA region to provide program support and site auditing to DeltaCorps awardees.

Supervisory Control: The position reports to the DeltaCorps Program Manager, under the direction of the Director of the Delta Leadership Institute.

Supervision Exercised: None at this time

Qualifications:

- Education - A minimum of a Bachelor's Degree from a four-year accredited college or University is strongly preferred.
- Experience - Two (2) years of experience. Duties pertaining to national service program management, national service fiscal management, communication/media, and program implementation highly recommended.
- Participation in national service programming such as AmeriCorps, Peace Corps, or any of the Armed Forces is preferred.

Wage Rate: Commensurate with experience.

Duties and Responsibilities:

- Recruiting organizations to apply as DeltaCorps Operating Sites and participating in the application review process, and appropriate follow up activities.
- Assisting the DeltaCorps Program Manager in monitoring awardee accomplishments and compliance through site visits, progress reports, phone consultation, as well as other means.
- Assisting the DeltaCorps Program Manager in recommending corrective action for programs found to be out of compliance with state, federal, CNCS, or DRA regulations and requirements.
- Collaborate with DRA staff and partners to conduct public relations campaigns that promote service across the eight-state DRA region.
- Review monthly invoices and process as applicable with DRA finance office.
- Responsible for managing the office of the DeltaCorps program, including, screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data.
- Responsible for supporting the Director of the Delta Leadership Institute, including, screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data as needed.
- Support the Director of the Delta Leadership Institute and the DeltaCorps Program Manager as needed with activities related to the management of the DeltaCorps program.
- Travel for up to 30% of work hours to handle long-range assignments, as well as, day-to-day operations.
- Works with Executive Academy, Delta Leadership Network, DeltaCorps and other DRA Communications staff by setting an aggressive work plan of goals and strategies for increasing public engagement and marketing for DeltaCorps.
- Plans, develops, and directs the distribution of educational and promotional material concerning the Delta Leadership Institute by reviewing and approving articles, news releases, publications, and program exhibits, proofreading copy, and arranging for distribution.
- Presents educational and informational programs to civic organizations, governmental agencies, conservation groups, schools, and the general public, to increase awareness of the mission and function of DeltaCorps and DLI.
- Performs other duties as assigned.

Additional Job Functions: The DeltaCorps Program Coordinator, in addition to the above, will also be responsible to:

- Have knowledge and familiarity with database operation and maintenance;
- Provide DeltaCorps information and statistics for other DRA staff, books, manuals, meetings, board member training, LDD training, local elected official training, etc., review/edit/create books, manuals, briefings, memos, agendas, communiqués, press releases, etc.;
- Assist in attending and setting up for local meetings as well as travel to meetings/conferences and assist in logistics of the same;
- Work with the Director of the Delta Leadership Institute to assist with marketing/advertising firms to produce brochures, mail-outs, power point slides, books, manuals, etc.;
- Prepare DeltaCorps hand-outs for meetings, board meetings and present information at meetings;

- Provide technical support to applicants in regard to the application process; and
- Any other duties as assigned.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

HOW TO APPLY:

Interested candidates may submit their resume of credentials via email to jobs@dra.gov or first class mail to:

Delta Regional Authority
ATTN: RESUME
236 Sharkey Avenue
Suite 400
Clarksdale, Mississippi 38614