



## Administrative and Program Assistant

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Administrative and Program assistant will provide administrative and logistical support for programs, initiatives, and projects across various programs at Kerr-Tar Regional Council of Governments. Work is characterized by its variety, complexity, and confidential nature. Employee must exercise independent judgment, discretion, and initiative in completing assignments and in dealing with challenging client interactions.

Duties include but are not limited to:

- Serves as Clerk to the Board; drafts initial agendas; coordinates preparation of agenda materials and prepares agenda packets for distribution; posts meeting notices following noticing requirements; attends and records meetings and transcribes meeting actions and motions into minutes; maintains official meeting records.
- Maintains conflict of interest forms; disseminates forms and information to Board members; maintains copies as official records.
- Coordinates arrangements for meetings and other activities; locates appropriate space; notifies participants of date, place and time; assists with meeting preparation; attends meetings as needed; and prepares additional reports as necessary.
- Maintain relationships with Board member jurisdiction officials to facilitate the flow of documents from county, city and town jurisdictions to Kerr-Tar COG.
- Conducts business with the public, employees and other departments, answering questions and providing guidance, requiring the ability to assess the situation and determine a plan of action.
- Conducting research and providing support to staff members in regard to project and programmatic efforts,
- Assists in planning and preparation for events, designs and prints invitations, programs, certificates, brochures, posters, etc.
- Assists with orientation onboarding by preparing name plate and ID card; updating website pages, orders name tag and business cards.
- Manages the Council website and ensures proper operation of the site; maintains consistent structure, content, graphics and links on all web pages.
- Markets housing program opportunities to local governments and citizens in the region; prepares grant applications. Attend public meetings to provide information and technical guidance.
- Solicits proposals from contractors; prepares or assists with preparing bid specifications and procedures; monitors bid procedures, pre-construction conferences and regulatory compliance of possible and selected contractors; maintains contractor lists; advertises for and screens contractors for each project.
- Works with homeowners to obtain signed agreement for proposed project and in final acceptance of work.
- Ensures proper accounting of housing grant funds; meets with finance staff as needed; prepares funds draw down requests.
- Performs related duties as required.

The ideal candidate will hold a Bachelor's degree in public administration, business administration, human services or related field; or of a combination of education and experience required. Valid driver's license is required.

Salary will be based on qualifications and experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at [info@kerrtarcog.org](mailto:info@kerrtarcog.org). Please note, only electronic application materials emailed will be accepted for this position.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin on May 4, 2026.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.