

Federal Projects Coordinator

High Rocks is seeking a Federal Projects Coordinator to coordinate federal projects at High Rocks with a primary focus on the creation of WV Jobs Network, a new collaborative project developing pipelines to connect young people in search of opportunity in the mountain state with employers in need of talent. Duties include WV Jobs Network internal and external communication, partner collaboration, project management, strategic growth and development, program design and delivery. In addition, duties include developing and delivering curriculum in enterprise and leadership development, coordination across federal projects at High Rocks, and serving on the development and grant reporting team. Current federal projects include the WV Jobs Network, our AmeriCorps program, the First2 Network, and our Ruby Grow program.

A passion for young people and WV and a strong skill set including organization, communication, building strong partnerships, project management, and business development - required; experience with development, marketing, evaluation - a plus. Ideal candidate should have cultural context for working in West Virginia and be able to work both collaboratively and independently, work flexible hours (including evenings and weekends at times), and work well with a diverse group of people including staff, volunteers, constituents and partners. Competitive salary, health, retirement, vacation. Based in Hillsboro, WV.

Send resume, cover letter, and references to Sarah Riley, Executive Director, sarah@highrocks.org.