

Position: American Rescue Plan Coordinator
Status: Temporary Part Time (20 – 29 hrs. per week)
Reports To: County Commissioners
Location: 500 W. Main Street, Smethport

McKean County is seeking an American Rescue Plan Coordinator to assist with managing programs identified by the county commissioners for funding through the America Rescue Plan Funds. Candidate will work an interim time period with weekly hours to fluctuate with release of funds to community partners. Ideal candidate will have general knowledge of McKean County with knowledge of economic impact funding and grant processes.

Responsibilities:

- Responsible for compliance for use of funds by McKean County for American Rescue Plan Funds
- Assist Community Partners to identify avenues for resources and/or matching funds
- Monitor and assess project impact and identify funding gaps for sustainability
- Assist with program design in collaboration with the McKean County Commissioners and staff to identify global focus and goals of initiative and tailor process to align with those goals
- Monitor grant applications and execution from award through compliance to final reporting
- Manage marketing and promotion of program in all media outlets including print, online, radio and presentations as public meetings
- Assist with needs assessment to identify optimal impact of American Rescue Plan Funds
- Process applications, ensure proper documentation and eligibility and provide general application assistance to applicants for internal and external reports
- Participate in review and ranking criteria to evaluate applicants
- Maintain detailed records of application status, eligibility criteria and award notifications
- Maintain spreadsheet and financial records of allocated funding, invoices, receipts and final reporting
- Communicate with grant applicants from public, private, government and non-profit entities
- General Office Assistance and Other Duties as required

Education and Experience:

- Associate's degree in Business, Planning, Accounting or related field; Bachelor's degree preferred
- 2-3 years of professional experience in economic development, planning or related field

Interested applicants are invited to apply by completing a McKean County job application and resume. Please forward it to: Michele Jubon, Human Resources Director, McKean County Courthouse, 500 West Main Street, Smethport, PA 16749 or emailing it to: mmjubon@mckeancountypa.org. We are an equal opportunity employer, M/F/D/V.