

## **Rural Maryland Council Job Description**

**Job Title:** Program Coordinator  
**Incumbent:** Vacant  
**P.I.N.:** CONTRACT  
**Date on Duty:**  
**Reports To:** Executive Director  
**Prepared Date:** July 2022

### **JOB SUMMARY**

The Rural Maryland Council (RMC) is an independent State agency located at the Maryland Department of Agriculture in Annapolis, Maryland. RMC's mission is to bring together citizens, community-based organizations, federal, state, county, and municipal government officials as well as representatives of the for-profit and nonprofit sectors to collectively address the needs of rural Maryland communities. The Council provides a venue for members across the State to cross traditional boundaries, share information, and address in a more holistic way the special needs and opportunities in rural Maryland as well as provides two grant opportunities to help rural Maryland be prosperous with thriving resources, vibrant economies, and healthy connected communities.

The Program Administrator is responsible for providing the RMC's Executive Director with administrative, policy, and program support and coordination by performing the essential duties and responsibilities of the position, as well as other duties that may be assigned. This position requires outstanding organizational skills, excellent interpersonal skills, an ability to work and think independently, and an ability to write clearly and concisely, with excellent grammar and spelling skills. The Coordinator may exercise certain supervisory responsibilities pertaining to vendors and permanent or temporary employees and interns.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as an executive assistant to the RMC's Executive Director who is the head of an independent unit of Maryland State Government.
- Researches public policy as it pertains to rural communities which may include: data collection, reading and tracking legislative bills, drafting of memos and position statements, and attending public agency hearings and meetings.
- Coordinates and assists with the Program Manager with managing one of the two grant programs-the Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF) which may include: grant application due diligence, development and distribution of application materials, the execution of grant agreements, the processing of grant payments, the tracking of grant reports, and the maintenance of accurate record-keeping and completing grant related reporting.
- Provides administrative staffing to the Rural Maryland Council Executive Board, Rural Maryland Council Working Committees, the Rural Maryland Broadband Coordination Board,

the Rural Maryland Foundation, and other organizations with which the RMC has (or will develop) formal partnership agreements. This includes handling meeting logistics, providing meeting notice, taking meeting minutes, and other administrative duties.

- Assist with meeting planning activities and conferences for the RMC Executive Board and RMC sponsored events, which may include: reserving a facility, making arrangements for food and beverages, developing conference materials, handling and coordinating mass mailings, tracking registration and prospective attendees, depositing checks and maintaining financial records, and performing other meeting/conference duties as may be assigned.
- Coordinates member engagement, outreach activities and recruitment as needed.
- Undertakes other duties as assigned including occasional special projects for RMC partnering organizations.

### **TYPICAL DECISIONS MADE**

The Program Coordinator is expected to maintain open, on-going and complete communication with the Executive Director. Typical decisions include exercising moderate latitude and judgment concerning the appropriate handling of routine administrative matters; composing appropriate cover letters and memoranda for reports and/or meetings; and fielding telephone and email inquiries.

### **SUPERVISORY RESPONSIBILITIES**

The incumbent supervises the work of office personnel, temporary administrative personnel and interns, when necessary.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty (above) satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Strong ability to use and operate basic office equipment (i.e., copiers, fax machines, printers, etc.) and strong working knowledge of the Microsoft Office suite of software;
- Exceptional organizational abilities with strong attention to detail are required, especially as they relate to processing and maintaining financial records and program records, such as grant agreements and grant payments, etc;
- Excellent command of written English is required, including a superior knowledge of spelling, punctuation and grammar, and an ability to compose complex business correspondence;
- Knowledge of analytical procedures and mathematical concepts used in evaluating and monitoring grants;

- Knowledge of principals, practices and procedures of state and local government bodies such as the General Assembly and local county commissions, as well as nonprofit organizations and legislative bodies;
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects to identify problem areas and recommend appropriate solutions;
- Ability to communicate with public officials, Board members, members of the general public and co-workers in a courteous and tactful manner;
- Ability to maintain confidentiality of records, reports and other material;
- Ability to work independently, remotely, and in a small office setting; and,
- Ability to supervise employees and/or interns.

MINIMUM EDUCATION and/or EXPERIENCE

Education: Bachelor’s degree from a four-year accredited college or university

Experience: Three years performing administrative duties.

Notes:

1. Additional secretarial or administrative experience may be substituted on a year-for-year basis for the required education.

2. Additional graduate level education at an accredited college or university may be substituted for the required general experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid Maryland Driver’s License.

**REMOTE WORK, TRAVEL and OVERTIME REQUIREMENTS**

Remote work available. Overtime hours and over-night travel may be required. Occasional day-time travel by automobile around the State of Maryland may be required. Attendance of the Rural Summit, Rural Maryland Day in Annapolis and other RMC events is mandatory.

To learn more about the RMC, [rural.maryland.gov](http://rural.maryland.gov).

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Employee Signature

Date

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Supervisor Signature

Date