



## COASTAL BEND COUNCIL OF GOVERNMENTS

### **Public Safety: Program Coordinator**

Full Time/In-Person

Salary Range: \$55,000 - \$65,000

#### **Summary:**

The Program Coordinator will oversee the day-to-day activities of specific contracts, grant funded projects, or set of funded activities to ensure adherence. This role will be essential for creating schedules, ensuring activities run smoothly, and data is maintained. The goal will be to facilitate the effective day-to-day progress of programs according to the organization's standards.

#### **General administrative and program responsibilities include:**

- Assist with planning and coordination of programs and their activities
- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Support program growth and development as necessary
- Coordinate program communications
- Manage work assignments, workloads and work schedules
- Administer operations for programs as well as community outreach
- Coordinate interactions/relationships between program stakeholders
- Schedule and organize program-related meetings and events
- Oversee the use of technology for program operations, such as video conferencing technology, presentation software and other communications technologies
- Create and maintain program records, reports, presentations and proposals
- Facilitate positive relations between the program team and the public, other departments within the organization, and all other parties involved
- Perform miscellaneous job-related duties as assigned

#### **Required Qualifications**

- Ability to interpret and apply grant requirements
- Ability to manage time constraints and project deadlines
- Ability to work independently and take initiative on tasks
- Strong organizational and time-management skills to manage multiple projects
- Proficiency in Microsoft Office Suite, data management, and virtual meeting platforms
- Excellent written and verbal communication skills
- Skill in organizing resources and establishing priorities
- Experience in program coordination or a related field preferred
- Experience with federal or state grant writing is preferred
- Bachelor's Degree and minimum 2 years related work experience, preferred

2910 Leopard St. • P.O. Box 9909 • Corpus Christi, TX, 78469  
Main (361) 883-5743 • Fax (361) 883-5749  
[www.coastalbendcog.org](http://www.coastalbendcog.org)



## COASTAL BEND

COUNCIL OF GOVERNMENTS

### Physical Requirements

- Light physical effort (lifting to 20 lbs., stairs.)
- Office-based with occasional travel to various locations.

### Benefits

CBCOG offers a competitive benefits package that supports your health, financial well-being, and work-life balance, which may include:

- Medical, dental, and vision insurance options
- Retirement plan participation (as applicable)
- Paid time off and paid holidays
- Employer-paid and/or voluntary life insurance options (as available)
- Opportunities for training and professional development, including required credentialing.

### How to Apply

Submit a cover letter and resume to:

Adam Guerra

Director of Public Safety

[AGuerra@coastalbendcog.org](mailto:AGuerra@coastalbendcog.org)

### About CBCOG

The Coastal Bend Council of Governments (CBCOG) is a regional planning organization that supports collaboration among local governments across the Coastal Bend. Through coordinated planning and technical assistance, CBCOG helps communities address shared priorities—such as community development, emergency preparedness, infrastructure and transportation planning, and quality-of-life programs.