



COASTAL BEND COUNCIL OF GOVERNMENTS

Public Safety: Program Manager

Full Time/In-Person

Salary Range: \$65,000 -\$75,000

Summary:

This Program Manager will facilitate the progress and execution of specific contracts, grant funded projects, or set of funded activities to ensure timely execution, compliance, and alignment with organizational goals. This role will be essential in assessing project outcomes, maintaining program structure, and aligning day-to-day progress with organizational strategy.

General administrative and program responsibilities include:

- Ensure all project milestones support the broader organizational vision and long-term growth.
- Conduct research for grant opportunities applicable to public services in the government sector.
- Manage interdependencies between multiple ongoing projects to avoid roadblocks and ensure smooth collaboration.
- Develop and submit grant and loan applications in accordance with established guidelines.
- Develop detailed project timelines to ensure metrics and deliverables outlined in the applications are met within required timelines.
- Monitor budget on projects to ensure expenditure is on track and the proper allocation of funds.
- Prepare and submit financial reports and performance metrics appropriately.
- Serve as the primary liaison between senior executives, clients, and individual project teams to report on progress and value of deliverables.
- Coordinate meetings with involved parties, including setting agenda, providing materials, and producing minutes.
- Procure and collaborate with stakeholders and consulting services to ensure deliverables are met within established timeframes.
- Provide communication by ensuring the CBCOG website reflects up-to-date information for meetings, agendas, and approved minutes.
- Participate in disaster planning and prevention programs typical to surrounding areas.
- Collaborate with organizations in areas of community engagement, critical infrastructure and other programs.
- Perform miscellaneous job-related duties as assigned



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Required Qualifications

- Bachelor's Degree and minimum 3 years related work experience
- Ability to interpret and apply grant requirements
- Ability to manage time constraints and project deadlines
- Ability to manage budgets and maintain fiscal responsibility
- 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 with federal or state grant writing is preferred

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

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.

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