

# JOB ANNOUNCEMENT

## Energy & Environment Program Coordinator

Triangle J Council of Governments, Durham, NC  
*hiring range \$48,150 to \$50,557 - salary range \$48,150 - \$77,042*

### Description of Work

Triangle J Council of Governments (TJCOG), a dynamic regional planning organization serving 43 local governments and other stakeholders in the Research Triangle Region of North Carolina, seeks an experienced, enthusiastic, and dedicated Program Coordinator to join our team. He or she must function as a supportive team member working with other Council of Governments staff, as well as the staff of public and private organizations involved in program coalitions.

The Program Coordinator will work with local and regional partners to promote commute alternatives, reduce congestion, and improve air quality. The planner will serve as support for the Triangle Transportation Demand Management Program, visit <https://www.tjco.org/triangle-transportation-demand-management-program.aspx> for more information on the program.

The successful candidate must have a positive, customer-focused orientation, be able to deliver high-quality products in a timely manner, and be able to work in a team environment to support a wide range of projects, programs and partnerships.

### Knowledge, Skills and Abilities

- Knowledge of and interest in transportation policies and their air quality, energy and sustainability implications.
- Excellent oral and written communication skills as well as the ability to work on multiple projects concurrently.
- Experience with grant administration and reporting.
- The ideal candidate will have knowledge of transportation demand management, and sustainability strategies.
- Advanced knowledge of Microsoft Office and Adobe Acrobat.

### Training and Experience

A master's degree in planning, environmental studies or related field is required with at least 2 years experience in municipal, county, sustainability or regional planning.

Candidates with a bachelor's degree in a related field, extensive experience and demonstrated advanced knowledge in a related field, and that have documented participation in specialized instruction (e.g. associated with professional accreditation) may be considered.

## How to Apply

1. Download TJCOG employment application at: <http://www.tjcog.org/employment-opportunities.aspx>
2. Send completed application package (cover letter, completed application and resume) to:  
Employment – Program Coordinator  
Triangle J Council of Governments  
4307 Emperor Blvd, Suite 110  
Durham, NC 27703  
or by email to [employment@tjcog.org](mailto:employment@tjcog.org) with the subject Program Coordinator.

Incomplete application packages will not be considered. This position is open until filled with initial review of applications beginning on April 22, 2019.

**All employment offers will be within the stated hiring range.**

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.