

Opening for Contractor Opportunity Project Coordinator

Gillette College Foundation is looking for an independent contractor to serve as Project Coordinator. The contractor would be part of a team under the EDA Grant, Office of Transformation.

The Office of Transformation Program supports the future of Northeastern Wyoming. The area has many assets including interstate highway and rail access, numerous advanced manufacturing businesses, and a highly skilled blue-collar workforce. Campbell County leaders understand the need to transition away from thermal coal and have made several investments during the past decade, exploring possibilities to diversify the area. These efforts are ongoing, however, there is a need to have one point of contact to gather all the existing information, and assist with prioritization, planning, and most important implementation.

Office of Transformation has secured a new grant from the US Economic Development Administration (EDA) to move away from thermal coal and into other opportunities that we will bring to the region. The proposed EDA investment will support the Office of Transformation in looking for ways to support underserved populations while also establishing economic recovery and resilience. An economic diversification focus will turn into long-term resilience and sustainability for the region. This contract position will support and be primarily funded by this grant, EDA Award #05-79-06207 – 11.307 Economic Adjustment Assistance, and the selected contractor will be required to comply with all terms and conditions associated with the EDA Federal Assistance Award.

CONTRACTOR SERVICES: The Project Coordinator will work in coordination with the Office of the Transformation Advisory Council. This person will support the grant requirements, expectations, and deliverables through reports, statistical analysis, economic details, demographical information, and industry data. This person will also be responsible for any required reports to maintain eligibility during the awarding period (monthly, quarterly, semi-annual, or annual). In addition, the Project Coordinator will work to establish private funding and support during the three-year project that allows the achieved deliverables to be implemented and for the Office of Transformation to be sustainable after the award period has concluded without being a financial stressor or burden to any organization or entity involved. It is the hope that continued financial support through funding sources will allow this project to grow long-term, develop relationships with external entities that may not yet be known, and be the center point for all communication regarding economic stability, workforce development, and training opportunities throughout the region. This person will work to promote regional economic growth, diversification, new job creation, and re-employment opportunities for displaced workers because of financial strains from the coal industry. The focus will be turning all the findings from the deliverables into a work product that builds a pathway supporting the coal-impacted community through various means. Current knowledge of activity within the coal impact community, including PRB struggles, economic concerns, and the downturn in employment opportunities, will allow the Program Coordinator to seek expanded development into additional revenue-driven industries and economic opportunities that proved stability. And workforce training that gets laid-off individuals re-employed.

Provide oversight while developing and administering its policies and procedures. This position is responsible for negotiating with sponsoring agencies regarding awards and indirect costs and providing oversight of award management in conjunction with the grant accounting office to ensure that all aspects of grant projects conform to federal compliance regulations. This position will also include responsibility for providing technical support on the planning, preparation, and submission of external proposals and reviewing contracts with external agencies.

QUALIFICATIONS:

- At least three years of related experience is required with at least 3 years of project or grant management/writing experience
- Solid knowledge of the overall departmental function
- Excellent verbal and written communication skills
- Excellent customer service skills, organizational skills, attention to detail, and strong analytical and problem-solving skills
- Experience establishing and maintaining effective working relationships with a diverse community and employees at all levels
- Demonstrated commitment and leadership ability to advance diversity and inclusion
- Demonstrated ability to maintain confidentiality
- Strong interpersonal skills and a high level of tact and diplomacy
- One or more years of experience in drafting contracts, subcontracts, project agreements, and/or memorandums of understanding

The Contractor position requires a self-starting, self-driven individual who is also a strong team player, and a person who is curious and open to and eager for new learning. The position requires someone who is patient with people and processes are yet driven to produce timely results; comfortable with periods of uncertainty about project direction, who can maintain focus and motivation while exploring potentially conflicting options; and who can understand the strategy and the “big picture” and translate it to tactical solutions in a fast-paced environment.

POSITION TYPE, TENURE, AND OTHER DETAILS:

This is a 3-year Independent Contractor position, there are no benefits, or paid overtime, with a contract end date of March 1, 2026. The contract amount is \$70,000-\$80,000 per year. Gillette College will provide office space at the Technical Education Center.

EVALUATION AND SELECTION:

Selection will be based on the potential contractor’s demonstrated ability to meet specified requirements/needs; expertise and experience of the contractor; clarity and relevance of the application materials; the number, availability, and flexibility of hours offered by the contractor and the requested compensation in the context of the contractor’s experience and qualifications and the organization’s needs and available project resources.

Gillette College Foundation Executive Director, Heidi Gross may contact potential contractors by email with questions regarding the contents of applications and to ask for clarifications during the evaluation

process. Responses to questions should be in written format and submitted electronically via email to hgross@gillettecollege.org.

The Office of Transformation Advisory Council will review the applications received and may conduct interviews with potential contractors. Each application will be reviewed and ranked based on these criteria (listed in order of importance, with the first factor carrying greater weight than the last):

- Demonstrated strong organizational abilities, project management, and oral and written communication skills
- Excellent organization and written communication skills
- Experience with grant writing and grant administration
- Understanding of the challenges that unemployed and underemployed workers, particularly persons of color to advance their opportunities
- Demonstrated a strong understanding of the region's workforce systems and post-secondary education institutions
- Demonstrated ability to develop strong working relationships with the workforce, local government,
- Familiarity with economic development, educational, and other organizations, and institutions, as well as with business leaders and employers
- Applicant's level of availability and requested compensation in the context of demonstrated skills and the unique experience offered

HOW AND WHEN TO APPLY:

All questions regarding this opportunity should be directed to Gillette College Foundation, Executive Director, Heidi Gross by email at hgross@gillettecollege.org. Responses to any questions relevant to all applicants will be provided to all parties that have expressed interest at the time of response.

The Office of Transformation is seeking to fill this role immediately. Applications for this opportunity must be directed to Gillette College Foundation, Executive Director, Heidi Gross by 5 pm on December 12, 2022. Applications must be submitted electronically via email, in PDF format, to hgross@gillettecollege.org.

A complete application will include a cover letter that thoroughly describes how the applicant meets or exceeds the qualifications stated above and demonstrates the extent to which the applicant's education, training, skills, and/or experience align with and support the evaluation criteria listed. The cover letter may exceed one page, single-spaced, but may not exceed two pages in length. Additionally, applicants must include a standard resume with their submission.

Note: It is the responsibility of the applicant to verify the receipt of an application or any related electronic communication by Heidi Gross, as there is always the possibility of emails getting blocked by Gillette College.

OTHER KEY INFORMATION:

This notice of contractor opportunity opening does not commit the Office of Transformation to award a contract or pay any costs incurred by any potential contractors prior to awarding a contract. The Office of Transformation reserves the right to accept or reject any or all applications received because of this opportunity notice if it is considered in the best interest of the Office of Transformation to do so. The Office of Transformation may require the selected applicant(s) to revise the scope of contracted services to fit within the allocated budget for this position.

Applicants shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of the Office of Transformation Advisory Council Members for the purpose of influencing favorable disposition toward either their application or any other application submitted because of this notice.