

JOB ANNOUNCEMENT

Title:

Community Development Coordinator
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

Central Pines Regional Council is seeking a driven, innovative Community Development Specialist to join our team. In this role, you will have the chance to administer our Foreign Trade Zone #93 program, support the development and implementation of Central Pines' regional Comprehensive Economic Development Strategy (CEDS), and provide administrative services for various grant awards and home repair and weatherization programs. You will have the opportunity to serve communities of all sizes throughout a seven-county region.

Description of Work:

This role will work on a variety of projects, with a heavy emphasis on administration-related responsibilities. The selected individual will have exposure to local and regional projects, with work spanning across community and economic development, grant administration, and housing areas. Key responsibilities include:

Administer Foreign Trade Zone (FTZ) #93

- Coordinate FTZ activities and compliance requirements.
- Assist businesses seeking to utilize FTZ benefits.
- Work with economic development partners and industry stakeholders.

Support the development and implementation of Central Pines Regional Council's Comprehensive Economic Development Strategy (CEDS)

- Assist with planning, data collection, and stakeholder engagement.
- Implement strategies within the CEDS and assist with performance tracking

Administer Grants and Housing Programs

- Provide administrative and programmatic support for grant-funded projects.
- Assist with reporting, compliance, budgeting, and project tracking.
- Support home repair and weatherization assistance programs by performing client intake services.

This position will require some regional travel to attend meetings and perform work in other locations around the CPRC region.

Education & Experience:

A bachelor's degree in planning, community or economic development, public administration, public policy, or a related field is desired, or experience working in a municipal, county or state government setting.

The candidate must have strong communication skills, both verbally and written, to thrive in this position. Additionally, the candidate should have the ability to work on multiple projects at once and be extremely detail oriented.

Starting Salary & Benefits:

Hiring Salary: \$57,009

This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

Work Environment:

During the initial six months of employment, the employee will be expected to work primarily in-office. Following the initial six-month period, the employee will be eligible to take advantage of CPRC's hybrid work policies – when working hybrid, we currently anticipate this position will need to work at least 2-3 days per week in CPRC's Durham office. Local travel to meetings and partner sites in the Central North Carolina region is required, with occasional out-of-region travel.

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Community Development Coordinator.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins August 20, 2026.

All employment offers will be within the stated hiring range.

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