



Vacancy Announcement

Program Coordinator GO Virginia Northern Region Council

The *SkillSource* Group, Inc. (SSG) supports economic and workforce development initiatives throughout the Northern Virginia region. As the Program Coordinator for the GO Virginia Northern Region Council, the incumbent in this role will work closely with the Northern Virginia Regional Commission (NVRC) and the Lead Managing Director of the GO Virginia Northern Region Council to support and coordinate Council schedules and meetings and facilitate an outreach strategy approved by the Region 7 Council and the Virginia Department of Housing and Community Development (DHCD).

Responsibilities and Tasks:

Council Engagement & Meeting Support

- Coordinate Regional Council engagement activities, including annual retreat, site visits, tours, and networking events.
- Keep Council meeting facilitation current (meeting schedules, agendas, minutes, funding opportunities, news).
- Prepare meeting agendas, minutes, briefing materials, and follow-up communications. Ensure they are posted timely to ensure compliance.
- Ensure Council meeting packets are prepared one week before meeting.
- Maintain Summary Notes at all meetings for future review.
- Maintain Council member records, terms, and engagement records.
- Facilitate quorum is reached prior to each Executive Council and Council meeting.

Board Member Engagement

- Develop strategies and execute tactics to keep council members informed and involved.
- Create member spotlights or profiles for new e-newsletters or LinkedIn.

Marketing & Outreach

- Develop and maintain a content calendar for website, blog, LinkedIn, and email updates.
- Create and share success and impact stories and project highlights to highlight GO Virginia's regional impact.
- Draft and distribute e-newsletters and announcements to stakeholders.
- Maintain and segment contact lists for targeted outreach. Support media outreach by drafting press releases and coordinating with partners.

Website & Blog (WIX)

- Update and maintain the GO Virginia Northern Region Council website (WIX software) with current content (meeting notices, agendas, project updates).
- Publish blog posts on funded projects, Council activities, and regional economic trends. Write or coordinate articles on regional economic development, success stories, and council initiatives.
- Ensure site accessibility and mobile responsiveness.

LinkedIn & Digital Engagement

- Manage the Region 7 LinkedIn page: post updates, share partner content, and grow engagement.
- Regular posting of updates, success stories, deadlines, and funding opportunities
- Track and report analytics for website, email, and social media performance.

Required Qualifications:

The Program Coordinator must reflect the following background and characteristics:

- Any combination of education and work experience combined for at least five (5) years of progressively responsible work experience is required.
- A strong project manager, who possesses excellent written and verbal communication, financial and spreadsheet skills.
- Experience in following strict financial and programmatic reporting guidelines and requirements.

- Strong work ethic, integrity, maturity and good judgment, an ability and willingness to multi-task, a great sense of humor and an excellent proficiency in Microsoft Office products and utilization of the Internet is essential.
- Strong computer aptitude. Strong proficiency with Microsoft Outlook and Microsoft Office Suite.
- Access to and utilization of a privately-owned automobile for travel throughout the Northern Virginia region. (All business mileage will be reimbursed at the IRS-approved mileage rate.)

The Program Coordinator reports to the Lead Managing Director of the GO Virginia Northern Region Council.

Work Schedule and Compensation

This position is a full time, forty (40) per week commitment. Compensation is estimated at \$60,000, based on prior experience and education. The ***SkillSource*** Group offers an outstanding benefits package, including a 401 K Plan, Employer-supported Health, Life and Disability Insurance premiums.

Location: This position is virtual, but as needed, it will also be based out of the ***SkillSource*** administrative offices, located at 8270 Greensboro Drive, Suite 850, McLean, VA 22102. Free parking provided. More information about The ***SkillSource*** Group, Inc. is available at www.vcwnorthern.com.

How To Apply

Please submit a letter of interest and resume to Ms. Lisa Shapiro, GO Virginia Northern Lead Managing Director with The ***SkillSource*** Group, Inc. via email at careers@vcwnorthern.com. In the Email Subject Heading, reference the GO Virginia Northern Program Coordinator position. Please submit applications no later than Friday January 2, 2026 by 5:00 PM EDT.