



Federal Aid Project Coordinator

We are adding to our Team!

We are looking for an experienced individual that is able to immediately fulfill full-time Federal Aid Project Coordinator responsibilities. The selected candidate's level of experience will determine the nature and salary of this position.

Experience for this position may include:

- Experience working in or managing a database
- Contract creation and administration experience
- Reviewing documents for accuracy and completeness
- Experience with administrative aspects of transportation projects
- Customer service positions with many constituents

Qualifications:

- High School Diploma or GED; Associates or Bachelor's Degree preferred
- 3-5 years of general office experience and/or administrative support with some experience in administration of transportation projects
- Proficient communicator both orally and written communications
- Organizational skills
- Strong computer skills
- Idaho driver's license
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered

Salary:

- Salary range starting at \$50,730, increased compensation depending on qualifications & experience
- Public Employees Retirement System of Idaho (PERSI)
- Extensive benefits package
- Flexible work schedule

The position is open until November 5, 2021. Get your application in today!

Send cover letter, resume and 3 references to Mike Cram: MCRAM@LHTAC.ORG or visit us at:

LHTAC, 3330 Grace St. Boise, ID 83703