

The North Dakota Association of Rural Electric Cooperatives (NDAREC) in Mandan, ND, is accepting applications for a Rural Development Program Coordinator to provide high-level administrative, communications, and project management support. This role combines executive level assistance, stakeholder engagement, strategic project coordination and communications to ensure the successful execution of key projects and services.

NDAREC offers:

- Competitive salary of \$60,000-\$75,000, dependent on experience.
- Separate sick and vacation leave.
- Excellent benefits including health insurance with a health savings account contribution, dental and vision insurance, life and accident insurance, short- and long-term disability, a generous 401(k) plan and several others.
- Exceptional association culture that is connected, rewarding, flexible, collaborative, challenging, fun and purpose driven.
- High quality, newly renovated, work environment with private offices, collaborative workspaces, updated technology and an onsite workout room.

Primary responsibilities:

- Serve as primary point of contact and support for the Rural Development Center.
- Coordinate stakeholders, meetings, events and communications.
- Provide administrative support which includes responding to inquiries, managing calendars, scheduling meetings, recordkeeping, preparing meeting minutes and summaries, maintaining lists and databases and corresponding with stakeholders.
- Help plan, organize and track projects, initiatives and outcomes.
- Create reports and communications on projects and outcomes which may include drafting reports, articles, website content, news releases and other stakeholder communications.
- Provide grantsmanship and loan application support.

Competencies:

- Strong planning, organization, and attention-to-detail skills.
- Independent, reliable, and proactive.
- Excellent interpersonal skills and ability to network.
- Advanced writing, editing, and communication skills.
- Fluent in Microsoft Office tools, especially Outlook, Word and Excel as well as overall computer literacy to manage other platforms and handle tasks efficiently.

Ideal candidate:

The ideal candidate is a proactive, detail-orientated team player who keeps projects and communications on track while building relationships, solving problems, and using tech-savvy solutions to advance our rural development mission.

If you would like to learn more about the Rural Development Services, visit our website at [Rural Development Center | North Dakota Association of Rural Electric Cooperatives](https://www.ndarec.com/rural-development-center).

Experience and education:

- Associate's degree and three years of experience or equivalent combination of education and experience; working in communications, project coordination, business, administrative support roles, economic development or community betterment, or related field.
- A basic understanding of the cooperative form of business, as well as other business organization structures is preferred.
- Also, basic understanding of federal contracting requirements, state contractual compliance requirements and accounting and record keeping standards is desirable.

Application Submission:

Interested applicants should provide a cover letter and resume to Tavi Leier, human resources manager, at careers@ndarec.com or P.O. Box 727, Mandan, ND 58554.

Application Deadline: September 29, 2025

NDAREC is an equal opportunity provider and employer.