



## **JOB DESCRIPTION**

### **Program and Administrative Coordinator**

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The Common Ground Alliance (CGA) is the premiere trade association focused on reducing damages to underground facilities in North America through shared responsibility among all stakeholders. The CGA is a member-driven association of nearly 2,000 individuals and organizations across the damage prevention industry committed to saving lives and protecting underground infrastructure by promoting effective damage prevention practices. For more information, visit [www.commongroundalliance.com](http://www.commongroundalliance.com).

The Common Ground Alliance is seeking an organized, self-motivated Program and Administrative Coordinator to support CGA's senior staff with project execution, member support and services, and meeting coordination and documentation. This position will report directly to the Vice President of the Damage Prevention Institute.

#### **Responsibilities**

- Providing support to CGA members, potential members, and related parties.
- Serving as key support for participants in CGA's [Damage Prevention Institute](#), including onboarding of participants, assistance with data reporting, and overall member service support.
- Supporting senior staff with member outreach.
- Working closely with senior staff to coordinate, implement and track programs and projects.
- Support programs and committee management through calendar maintenance, meeting coordination, and task follow-up.
- Supporting senior staff with coordinating and tracking program and project deliverables.
- Coordinating and attending meetings, both virtually and in-person, taking minutes and ensuring follow-up as appropriate.
- Utilizing web-based tools to update member database information, post information, and coordinate meeting documentation and distribution.
- Other administrative duties as assigned by supervisor.

#### **Requirements/Qualifications:**

- Associate's or bachelor's degree with 2+ years of experience demonstrating a successful track record in administrative/coordinator roles in a fast-paced environment.
- Experience with handling a wide range of responsibilities in an exceedingly well-organized fashion with exceptional attention to detail.
- Outstanding written and oral communications skills.
- Ability to prioritize, plan, organize, and carry out multiple assignments simultaneously and work effectively to achieve time-sensitive objectives.
- Experience communicating, coordinating, and collaborating with volunteers, staff and/or customers/members.
- A high-level of professionalism and confidentiality while remaining flexible, proactive, resourceful, and efficient.



- This position will require some travel.

Salary commensurate with experience. Compensation includes health benefits as well as participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to [jobs@commongroundalliance.com](mailto:jobs@commongroundalliance.com).