



Deep East Texas Council of Governments
& Economic Development District

Job Posting

Regional Services Program Manager

January 21, 2026

POSITION: REGIONAL SERVICES PROGRAM MANAGER

DEPARTMENT: REGIONAL SERVICES

REPORTS TO: REGIONAL SERVICES DIRECTOR

STATUS: FULL-TIME, NON-EXEMPT

ROLE OVERVIEW:

- DETCOG is seeking a motivated, organized, and highly skilled communicator to serve as a Program Manager supporting regional initiatives in the areas of Community and Economic Development and Environmental Initiatives. This role is not focused on being the technical expert in every topic area. Instead, it is designed for someone who excels at listening, organizing information, facilitating discussions, and turning conversations and ideas into clear, professional strategic plans.

DUTIES AND RESPONSIBILITIES:

- Lead or assist in the management of DETCOG Regional Services programs, including Community and Economic Development, the Regional Solid Waste Grant Program, and Disaster Recovery and Mitigation projects, and others.
- Write and administer grants from state and federal agencies and philanthropic organizations to support the work of DETCOG and its member local governments.
- Collaborate with local government leaders, business and community leaders, and other partner organizations to provide stakeholder input and assist with regional planning.
- Assist local governments with the application process and administration of grants from the US Economic Development Administration (EDA).
- Provide technical assistance to local governments for grant applications to Texas Department of Agriculture (TDA) for Community Development Block Grants.
- Administer DETCOG's Regional Solid Waste Grants Program.
- Serve as a connector between communities and partner organizations.
- Facilitate strategic planning meetings and stakeholder workshops.
- Draft strategic plans, summaries, and professional planning documents.
- Other duties as assigned.

IDEAL CANDIDATE PROFILE:

- Outgoing, approachable, and comfortable working with public officials.
- Excellent listener with strong problem-framing ability.
- Strong writer capable of producing high-quality documents.
- Organized meeting facilitator and project coordinator.
- Willing to learn across multiple subject areas.
- Reliable, professional, and detail oriented.

QUALIFICATIONS:

- Any combination of education, including degrees or certifications, and/or professional work experience which provides the required knowledge, skills, and abilities.
- Bachelor's degree in a related field is preferred (public administration, planning, community development, environmental or similar).
- Multiple years of progressively responsible professional work experience may substitute for degree requirement.
- Strong writing, communication, and organizational skills.
- Grant or program management experience is a plus.

ADDITIONAL REQUIREMENTS:

- Valid driver's license, proper vehicle insurance and use of vehicle to travel throughout the region.
- Flexibility in work schedule as this position will require participation in occasional afterhours events.

SALARY AND BENEFITS: Negotiable, depending on experience. This position is equivalent to Program Supervisor I in the State of Texas job classification system with an annual salary range of \$42,976 to \$64,469. Depending on level of experience the candidate brings to the position, consideration may be given to upgrading this position to a higher classification. DETCOG offers a competitive benefits package including health insurance, life insurance, retirement plan, and other benefits.

SPECIAL CONDITIONS OF EMPLOYMENT:

- DETCOG is an at-will employer.

APPLICATION PROCEDURE:

Submit completed application and resume to the DETCOG Human Resource Director by the following method:

- Email to: lsargent@detcog.gov

APPLICATION DEADLINE:

This position is open until filled. Applications should be submitted as soon as possible.

DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER