



About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a small company of fewer than 30 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

Summary

The Special Projects Manager is responsible for planning, coordinating, and executing high-impact initiatives that support the organization's strategic goals. This position works across departments to manage complex, multi-phase projects—often involving external partners, contractors, and regulatory agencies. The ideal candidate is a problem solver who thrives on bringing structure, innovation, and results to evolving priorities.

This person will be a highly motivated and detail-oriented individual, possessing a comprehensive understanding of project management best practices preferably with either a background in telecommunications infrastructure and/or construction.

The selected candidate will have a proven track record and extensive knowledge of best practices in project tracking and management.

Key Responsibilities

- Develop comprehensive project plans and schedules that are aligned with project objectives and grant requirements
- Manage project progress, identify potential risks, and implement mitigation strategies to maintain project timelines
- Coordinate and lead cross-functional teams, including engineers, contractors, and third-party vendors, to ensure smooth project execution
- Prepare and present regular project updates to stakeholders, including senior management, governing board and/or funding agencies
- Prepare, submit, and manage permit applications for building, zoning, and environmental compliance, ensuring all documentation is accurate and complete
- Collect and track associated fees for permit applications and related transactions
- Facilitate clear communication between all project stakeholders and promptly address any issues or concerns that may arise and maintain effective communication throughout project lifecycles
- Conduct post-project evaluations and apply lessons learned to enhance future project delivery
- Lead planning, development, and implementation of special projects as assigned by leadership
- Define project scope, goals, deliverables, timelines, and budgets in alignment with

strategic objectives

- Serve as a liaison between internal teams, community partners, contractors, and regulatory entities
- Support grant management activities, including proposal development, reporting, and compliance tracking
- Identify opportunities for process improvement and innovation within organizational operations

Initial Special Project and Other Potential Projects

- Conduit Long Drop Program is a grant funded program to provide underground conduit drop installations from the network to the home for up to XXX
- All installations and paperwork must be completed by September 30, 2026
- Work will coordinate between customers, contractors, partners and multiple internal teams from communications to constructions to accounting
- Responsible for securing contracts with customers, coordinating contractor work and internal installations
- Looking for demonstrated project management skills
- Work with the management team on process development and communication coordination

Qualifications

- Bachelor's degree
- Extensive experience (5+ years) in project management , preferably within the broadband or telecommunications sector, or a background in a construction-related field
- Excellent leadership, organizational, and communication skills
- Ability to manage multiple projects simultaneously and deliver results under tight deadlines
- Valid driver's license and willingness to travel to project sites as needed.
- Experience with project management tools such as Smartsheet, Google Sheets, Excel, and MS Project, or similar software

Preferred Skills

- Strong knowledge of fiber-optic infrastructure and network deployment
- Understanding of preconstruction planning, construction management reporting, and post-construction concepts
- Understanding of permitting processes, local regulations, and compliance requirements.
- Skills in managing and aggregating large datasets from various funding sources to report on status and risk
- Familiarity with budgeting and financial management principles
- Strong problem-solving skills and meticulous attention to detail
- Ability to balance multiple priorities in a fast-paced, evolving environment
- PMP or similar certification is a plus

BENEFITS

- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match
- The position is full-time
- Salary range is \$92,000 to \$110,000 depending on experience

TO APPLY Send a resume and cover letter to careers@nekcv.org