



COASTAL BEND COUNCIL OF GOVERNMENTS

Contract Coordinator

Full-time/Salary & Benefits

Salary Range: \$60,000 to \$70,000 DOE

CBCOG is seeking a detail-oriented professional to serve as the **Contract Coordinator**. This position supports successful project completion by managing contracts throughout their lifecycle, tracking performance, and ensuring compliance with applicable policies, timelines, budgets, and performance requirements.

Key Responsibilities

The Contract Coordinator administers and maintains contracts and related documentation, coordinates with internal and external partners, and monitors contract performance, compliance, and deadlines.

- Administer and maintain contracts, agreements, and related documentation for projects and services.
- Track contractor and vendor performance to ensure compliance with contract terms, milestones, and deliverables.
- Monitor contract timelines, deliverables, amendments, and expiration dates.
- Coordinate with project managers, finance staff, legal counsel, and external partners to resolve contract-related issues.
- Review invoices, payment requests, and supporting documentation for accuracy and compliance.
- Maintain organized physical and electronic contract files and databases.
- Assist with contract closeout, including final documentation, performance review, and retention release.
- Assist with grant applications to ensure requirements are met.
- Track contract compliance requirements and reporting obligations.
- Provide regular status updates and performance reports to management.
- Support procurement processes, including contract amendments, renewals, and modifications, as needed.
- Ensure contracts align with organizational policies, funding requirements, and applicable regulations.

Qualifications

A comparable combination of education and progressively responsible experience may be considered in lieu of the stated requirements.

- Strong attention to detail and organizational skills.
- Ability to manage multiple contracts and deadlines simultaneously.
- Effective written and verbal communication skills.
- Proficiency with Microsoft Office and contract or project tracking systems.
- **Education:** Bachelor's degree in business administration, public administration, management, or a related field (or equivalent combination of education and experience).
- **Experience:** Minimum of two years of experience in contract administration, procurement, project administration, or a related role.



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- **Preferred:** Experience in public-sector, planning, infrastructure, or grant-funded environments.
- **Preferred:** Familiarity with procurement regulations and contract compliance requirements.
- **Preferred:** Experience supporting multi-year or multi-stakeholder projects.

Physical Requirements

- Dependable transportation for travel within the Coastal Bend Region, valid driver's license, and proof of vehicle insurance as required by the State of Texas.

Benefits

CBCOG offers a competitive benefits package that supports your health, financial well-being, and work-life balance, which may include:

- Medical, dental, and vision insurance options
- Retirement plan participation
- Paid vacation, sick leave, and holidays
- Employer-paid and voluntary life insurance options
- Professional development and training opportunities

How to Apply

Submit a cover letter and resume to:

jobs@coastalbendcog.org

About CBCOG

The **Coastal Bend Council of Governments (CBCOG)** is a regional planning organization that promotes collaboration among local governments across the Coastal Bend. Through regional planning, technical assistance, and cooperative programs, CBCOG supports initiatives that strengthen public safety, emergency communications, transportation, community development, and quality of life throughout the region.

The **CBCOG Economic Development Department** serves as the designated Economic Development District for the Coastal Bend. The department works to build regional capacity and support economic prosperity and resilience by guiding initiatives that strengthen communities, promote collaboration, and advance the long-term economic well-being of the region.