

#### Examples of Economic Resilience Coordinator Duties:

- › Develop an economic recovery and resilience plan or equivalent, based on the Regional Economic Impact Study (to be prepared by Georgia Tech's Center for Economic Development Research), as an accompanying document to the current Northeast Georgia Comprehensive Economic Development Strategy (CEDS)
- › Implement economic recovery and resilience plan(s) with the goal of rebuilding resilient and sustainable communities throughout the organization's region
- › Assist in local, state, and federally led coronavirus recovery planning efforts among the most highly impacted communities
- › Identify potential resilience, mitigation, and economic recovery projects in the disaster-impacted areas
- › Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities
- › Identify and foster private and non-profit partnership opportunities
- › Serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization's jurisdiction
- › Facilitate the implementation of locally generated disaster recovery economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plan
- › Technical Assistance and capacity building for member organizations, local businesses, and other local stakeholders impacted by coronavirus.
- › Assist local government staff and officials in developing state and/or federal grant applications (including guidance for procurement requirements) and provide grant administration assistance for funded projects
- › Assist local government staff and officials in developing applications/nominations for state and/or federal designations (for example Rural Zones, Tax Allocation Districts, State Opportunity Zones)
- › Conduct community and demographic research and/or field surveys
- › Prepare public communications and distribute to local governments, stakeholder groups, and the public through electronic, voice, and written means
- › Respond to questions and conduct follow-up research on state and federal programs
- › Attend workshops and trainings for professional development
- › Prepare written and graphic materials for meetings, presentations, and publications
- › Perform related duties as required