

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of **Economic Resilience Coordinator** within its Planning & Government Services (PGS) Division. The Economic Resilience Coordinator is primarily responsible for developing and implementing a regional disaster recovery & resiliency economic development plan, assisting in local and regional efforts related to community/economic development following the coronavirus pandemic and boosting economic resilience against future disasters. The initial contract period for this position is from date-of-hire through June 30, 2022.*

The ideal candidate will have experience and working knowledge in several areas of economic and community development including: preparation of economic strategies and impact assessments, current federal and state grant/loan/incentive programs for community and economic development projects, grant application development, and grant administration. They will also have professional or educational experience in community development, economic development, public administration, and/or planning. This position requires an ability to perform extensive community and stakeholder engagement, research, prepare and assemble written materials and specialized plans, and develop and prepare grant and loan applications. **Refer to the Economic Resilience Coordinator Duties document for more information.**

**Continuation of employment beyond June 30, 2022, will be determined based on job performance and availability of additional grant/alternative funding.*

Required:

- › Professional experience in economic development (minimum one year related work experience)
- › Strong written and oral communication skills
- › Ability to prepare and make public presentations in a variety of settings
- › Organizational and time-management skills
- › Demonstrated research and analytical experience
- › Ability to work on multiple projects simultaneously with competing deadlines
- › Ability to work independently but also on project teams
- › Effective in working directly with elected officials, local government staff, and community stakeholders
- › Bachelor's degree from an accredited college or university in political science, public administration, history, English, planning, or similar area of study

Preferred:

- › Master's degree in Public Administration or Policy, City and/or Regional Planning, or related field
- › Grant writing and administration experience
- › Professional or educational experience in downtown development/community development
- › Professional or educational experience in regional planning
- › Familiarity with Georgia procurement requirements

This position reports to the NEGRC's Director of Planning & Government Services. The range for starting, annual salary is \$42K-\$53K based on experience and qualifications. A competitive benefits package is provided.

To Apply:

Send a complete resume and cover letter to: Joyce Okoth, PGS Program Assistant, at pgsassist@negrc.org.

Applications can also be mailed to: NEGRC, Attn: Joyce Okoth, PGS Program Assistant, 305 Research Drive, Athens, GA 30605-2795

Review of received resumes will begin on October 23, 2020 and continue until the position is filled. No telephone inquiries accepted.