

**Eastern Panhandle Regional Planning and Development Council – Region 9
ECONOMIC RESILIENCE COORDINATOR**

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Professional position responsible for the coordination of Region 9 projects/programs. Direction is provided by the Executive Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position to support the ongoing needs of the office.

- Organize an update to the Region’s current Comprehensive Economic Development Strategy (CEDS) to include a focus on pandemic recovery and resiliency
- Collect and analyze project specific data as well as data relating to regional development
- Identify potential resiliency, mitigation, and economic recovery projects
- Identify economic development grant-eligible projects with state and federal resources
- Plan, coordinate, facilitate and/or attend pre-proposal meetings, progress meetings and all other project related meetings as required.
- Write and coordinate programmatic responsibilities of state and federal grants.
- Develop and maintain good working relationships with State and local agencies, as well as local media.
- Evaluate success of projects/programs and provide reporting as requested.
- Attend training workshops when job appropriate.
- Develop and produce correspondence, resolutions and Letters of Support as needed.
- Attend training workshops when pertinent to position.
- Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of agency programs, projects, policies and procedures; state and federal grant programs, guidelines, regulations, compliance and requirements. Possess the ability to prioritize and organize work to manage multiple responsibilities. Must possess the ability to communicate ideas effectively both orally and in writing; and to establish and maintain effective working relationships with staff members, local, state and federal agencies, elected officials and the general public. Must be proficient in Microsoft Office applications

EDUCATION AND EXPERIENCE:

Bachelor’s Degree preferred, or any combination of post-secondary education, to include project management, planning and environmental studies, and prior work experience related directly to the duties of the position.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a

negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

6/1/2020