

## **CONTRACTUAL COORDINATOR AT REGION 9**

The Implementation Coordinator as proposed is a contractual coordinator acting as a project manager on behalf of the Region 9 Council for projects designated as priorities of the Council

## **STATEMENT OF WORK FOR “IMPLEMENTATION COORDINATOR” CARES ACT COVID-19 RESILIENCY / RECOVERY PROGRAM**

### **GOALS**

Develop projects associated with high priority initiatives determined through the Council’s Comprehensive Economic Development Strategy’s COVID-19 recovery/ resiliency effort. To move projects and programs designated by the Executive Director devised by the Region 9 team from planning to funded to implemented.

### **OBJECTIVES AND SCOPE OF WORK**

The scope of work includes the following objectives:

**Objective One:** Support the three County Broadband Expansion Projects:

- Jefferson County - Assist and oversee Region 9's administrative role for the remainder of the planning process, and the implementation of projects identified in the final plan.
- Morgan County - Work with county commission administration to develop implementation projects identified in existing final plan.
- Berkeley County - Assist and oversee the Region 9 administrative work, planning process, and the implementation of projects identified in the final plan.

**Objective Two:** Work with Regional Council Team, and Member Community administrations to devise an action plan, which develops strategies, and identify funding sources

- Conduct outreach and engagement efforts with elected officials, county and municipal staff, and other groups.
- Identify and Coordinate with other work groups and partners where applicable
- Timeline: If Applicable

**Objective Three:** Publish and submit grant applications for updated CEDS recovery and resilience strategies

**Objective Four:** Expand economic development activities

- Support for ongoing efforts to maintain vitality of the region's downtown areas and Opportunity Zones
- Support local economic development authorities, West-PEP, GEPEDT, Regional Airport, Entrepreneurs Forum in the development of projects
- Evaluate existing economic development resources within our region

**Objective Six:** Additional project priorities will be determined by the prioritized strategies developed through the efforts of the CEDS Resilience Coordinator and amended CEDS document

- Priority Projects are subject to change

Tasks for Region 9 Project Implementation Coordinator, include but are not limited to:

- Participate in designated priority projects and related meetings across the region and identify potential grant funding options
- Assist local governmental entities with developing the necessary strategies and grant applications in relation to Region 9's key strategies and projects related to the COVID pandemic economic development recovery
- Developing and maintaining a database to quantify the efforts being done to address project goals
- Seek funding strategies and opportunities to implement priority identified projects in the CEDS recovery effort as determined by the Executive Director
- Assist local governments in utilizing the Region 9 priority projects as designated via CEDS and recovery process
- Assist counties and municipalities with developing a detailed implementation and funding plans from the list of opportunities including working with local communities to move the projects to completion
- Attend at least 3 daily online Region 9 staff meetings per week and report on status of projects weekly and at the Regional Council Full meetings
- Work with the Region 9 team and Council to develop project ideas and strategies to move forward towards implementation - evaluated in 6 months increments
- Submit progress and activity reports every two weeks along with proper invoicing to Region 9
- Perform other duties and activities as related to the process to develop projects on the list of priority projects.