**GREATER EASTERN OREGON DEVELOPMENT CORPORATION (GEODC)**

**JOB DESCRIPTION**

**Position Title:** Community and Economic Development Project Specialist

**Reports to:** Executive Director

**Position Classification:** Fulltime; Salaried

**Overtime Status:** Non-Exempt

**Function:** To assist communities with economic and community development projects and needs. Secure funding for economic development activities and programs; research private and public sector economic development funding opportunities. Consult with government and other funding representatives (i.e., Ford Foundation) concerning eligibility requirements. Prepares grant applications to support community economic development. Generates revenue through timely submission of well researched, well written and documented state/federal and philanthropic grant applications.

**Essential Duties and Responsibilities:**

Administer CDBG and other grants and contracts including state and federal program management, grant administration, environmental review, labor standards, progress and expenditure reports. Ensure compliance with federal guidelines.

Maintain familiarity with state and federal grants and assistance programs; and private foundation grants and other programs.

Assist communities in obtaining state and federal grants and/or loans, private foundation grants and assistance for projects supporting economic and community development. Present funding options to elected officials, GEODC Executive Board or their designees.

Write, prepare and submit grant applications for state, federal or private funding.

Develop and manage the housing rehabilitation grant and loan programs. Coordinate with housing contractors; oversee and/or prepare accurate housing rehabilitation records including financial, eligibility, code compliance, and procurement; review and approve housing rehabilitation work orders and written reports; ensure compliance with state and federal regulations. Obtain necessary certifications required for the housing program.

Research and analyze demographic, statistical, socioeconomic data, service reports, and need indicators on community and economic development issues to stay current with GEODC’s Comprehensive Economic Development Strategic planning efforts and comply with Economic Development Administration’s planning requirements.

Assist with the development and tracking/reporting of benchmarks and program indicators, including program goals, budgets, financial tracking, evaluation, monitoring and grant reports.

Write plans and reports reflecting economic development activities, work in progress, obstacles encountered, accomplishments, and planned future activity.

Provide technical information and expertise concerning community and economic development issues in a variety of situations, interactions, and meetings.

Present reports to city and county elected officials, the GEODC Board or citizen groups and facilitate meetings, as needed.

Develop, write and distribute resource and referral information including website content, brochures to inform and assist citizens, and presentations to various interest groups; assist community agencies, government and citizens in developing and coordinating programs in response to community needs.

Establish and maintain links between diverse project partners to identify barriers and solutions for community and economic development projects. This includes coordination with communities, business groups and individual businesses to determine appropriate public and governmental responses to economic and community development needs.

Develop and implement innovative programs or projects addressing critical community and economic development needs in the community as authorized.

Maintain effective communication and promote positive working relationships with those agencies funding and supporting GEODC’s programs and projects.

Maintain close communication with the Executive Director regarding prospective and on-going projects, challenges encountered, assistance or resources needed, etc.

Efficiently and effectively coordinate activities with other GEODC staff.

Become familiar with, follow and actively support the vision, mission, values, goals and implementation plans of the organization.

Represent GEODC by serving on economic development Boards.

Assist the GEODC Loan officer with servicing of loans.

Carry out other duties as assigned.

**KNOWLEDGE OF:**

* Principles of planning, community and economic development.
* Formation and implementation of economic and community development programs.
* Local and regional economic and community development issues.
* Methods, principles and practices of conflict resolution and de-escalation skills and techniques.
* Interpersonal and community relations.
* Current trends and developments in the fields of community and economic development.
* Applicable laws, codes, regulations, policies, and procedures.
* General research methods.

**SKILLED IN:**

* Developing and managing grants~~;~~
* Communicate effectively both orally and in writing.
* Effectively using interpersonal skills in a tactful, patient, and courteous manner.
* Use of personal computer and Microsoft Office Suite software programs.

**ABILITY TO:**

* Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of abstract and concrete variable in situations where only limited standardization may exist.
* Interact with individuals and groups within the individual communities throughout the GEODC service area, using tact, patience and diplomacy in order to establish and maintain effective working relationships.
* Work confidently with discretion; work effectively on several projects concurrently; and make decisions with broad guidelines.
* Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds.
* Work independently with minimal supervision as well as within a team environment.
* Work irregular hours including travel and/or attendance at meetings outside of normal office hours as required.
* Perform mathematical functions including fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations.
* Type, use computer keyboard and mouse, and operate office machinery.
* Read, analyze, interpret legal documents, legislation, rules and regulations, and other information and materials.
* Must pass a criminal background and driving background check.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

**Education:** Associate degree Bachelor’s degree social science, planning, public administration, economic development, or related field; AND

**Experience:** Two years plus demonstration of increasing responsibility in professional experience in planning, community development, housing, economic development, and/or social services. CDBG experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

* Oregon State Driver’s license or ability to obtain within thirty (30) days of employment.
* Obtain Housing Certification required by the State of Oregon for management of housing program within one year of employment.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; occasionally required to lift in excess of 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

**JOB CONDITIONS AND WORKING ENVIRONMENT:**

Work is generally performed in a typical office environment. The noise level of the work environment is usually moderate. The employee will be required to travel frequently by automobile throughout the seven county service area and to other counties, as necessary for out-of-district service contracts, often in inclement weather. Overnight stays of one or more nights may be required periodically. Occasional travel outside of the service area may be required to attend meetings, workshops, training and/or conferences. The employee may be subject to long hours due to attendance at meetings outside of normal office hours and/or travel to and from meetings.

**Community & Economic Development Specialist Questionnaire:**

1. Please identify one job duty listed on the job description you would excel at, and why:
2. Describe specialized training, military service, job-related skills, and valid professional licenses and certification that you consider relevant to this position:

**COMPENSATION:**

***This position is eligible for full benefits. Salary range is $35,000 to $45,000 annually, plus health, dental, vision, retirement, vacation, sick and twelve (12) paid holidays. Offered wage will be determined based on the selected candidate's experience and qualifications.******This recruitment is open until date of September 25, 2020. Applications received after September 24, 2020, will be reviewed until position filled. The Executive Director reserves the right to make a hiring decision at any time during the recruitment process.***