

## **Economic Development Disaster Recovery Coordinator(s)**

### **KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**

#### **Franklin, Granville, Person, Vance and Warren Counties in NC**

(Two positions, two-year grant funded position; renewal dependent upon funding)

Funds for this position are from a two-year supplemental grant under the CARES Act, which Congress passed to provide assistance to respond to the coronavirus pandemic.

The grant is intended to help Kerr-Tar Regional Council of Governments (KTRCOG) assist in efforts to prevent, prepare for, and respond to the coronavirus. KTRCOG is located in Henderson, NC and coordinators will be deployed in communities within the five county region. Coordinators will work under the direction of the KTRCOG Planning Director, and in collaboration with your KTRCOG colleagues.

The Economic Development Disaster Recovery Coordinator(s) will serve the stakeholders in the region for disaster recovery and planning for increased resiliency.

#### **Major Duties include:**

1. Assisting in local, state, and federally led coronavirus recovery planning efforts among the impacted communities;
2. Helping 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;
3. Identifying and fostering private and non-profit partnership opportunities;
4. Serving 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;
5. Facilitating the implementation of locally generated disaster recovery economic development projects developed as part of the Comprehensive Economic Development Strategy.
6. Provide technical assistance to local and county governments, businesses, Economic Development, community colleges, and other stakeholder institutions.
7. Develop a specialized expertise in one of these broad categories of resiliency within Economic Development—Housing Infrastructure, Broadband Infrastructure, Workforce and Entrepreneurship, or Business Retention and Expansion.
8. You may have other duties in collaboration with another agencies who share goals with KTRCOG

**Minimum Qualifications:** Graduation from a four-year college or university with a degree in planning, public administration, business or related field; or an equivalent combination of education and experience. Must possess excellent oral and written communication skills and strong organizational skills. The Economic Development Disaster Recovery Coordinator is

expected to be a self-starter and have the capacity to work independently, exercising professional judgment. Must be proficient using a database, Excel and other Microsoft products. This individual must be very detail oriented and be able to prepare and maintain accurate and detailed records and possess the ability to manage multiple tasks and simultaneous priorities.

**Preferred Qualifications:** Demonstrated experience in grant writing and experience in Economic Development, government, higher education, or non-profits.

### **Compensation**

This is a 24-month grant funded position is slated to expire June 30, 2022. KTRCOG desires, but cannot guarantee, that the position will continue with similar but not identical responsibilities. Applicants with demonstrated grant writing capabilities will be given preference at hiring as these skills may prove to be crucial to making this a more permanent position.

Hiring Salary: \$38,000 to \$42,000 depending upon qualifications and experience. Excellent benefits including Local Governmental Employees' Retirement System; 401-K; paid sick and vacation leave; 11-12 paid holidays per year; excellent medical, dental, vision and life insurance.

### **How to Apply**

Send cover letter, résumé and three references to [info@kerrtarcog.org](mailto:info@kerrtarcog.org) . Include with your references how you know them and what parts of your skills and experience they are best able to address. Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early. EOE