

TRI-COUNTY ECONOMIC DEVELOPMENT DISTRICT JOB DESCRIPTION

JOB TITLE: REGIONAL ECONOMIC RECOVERY COORDINATOR

SALARY LEVEL: DOE-DOQ IN ACCORDANCE WITH TEDD POLICY
SUPERVISOR: EXECUTIVE DIRECTOR

SUMMARY: The Regional Economic Recovery Coordinator will enhance and maintain communication between agencies across Ferry, Pend Oreille, and Stevens Counties and formalize the structure, relationship, and responsibilities of each in an Economic Recovery and Resilience Plan. A critical area of coordination will be with the three Native American tribes in our region. Additionally, they will map available assets and services to identify the seams and gaps in our existing programs and services.

SCOPE OF RESPONSIBILITY: Including but not limited to attending and conducting community meetings, workshops, meetings for regional agencies and organizations, and providing information to various inquiries. The position will assist with the preparation of necessary reports and correspondence pertaining to resiliency development activities and recovery efforts stemming from COVID-19 impacts across Pend Oreille, Ferry, and Stevens counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develop and assist in implementing an Economic Recovery and Resilience Plan with the goal of building resilient and sustainable communities throughout the region.
- Facilitate the implementation of locally generated disaster recovery economic development projects as part of the CEDS and the Economic Recovery and Resiliency Plan.
- Serve as the TEDD liaison to local government, citizen committees, non-profit organizations, special interest groups, and neighbourhood groups concerning economic development issues and problems; makes presentations to these groups as assigned.
- Assist in local, state, and federally led coronavirus recovery planning efforts within the region.
- Identify economic development grant-eligible projects with state and federal resources for locally impacted communities ensuring these entities take full advantage of available opportunities.
- Identify and foster private and non-profit partnership opportunities.
- Update, design, and edit a variety of promotional/marketing materials for the purposes of business attraction and retention; develop and maintain files, records, databases, listings, and other reference materials used to recruit and retain businesses, including business trends, demographic profiles and related materials.

- Must have the ability to establish and maintain working relationships with other organizations, agencies and communities, providing leadership and economic development activities.
- Possess strong customer relationship management skills.
- Must be able to conduct public meetings and presentations.
- Must be able to travel for training and information purposes, including regular travel throughout the region and have reliable transportation.
- Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The individual hired must be able to work at computer keyboards for extended periods of time.

- **Education and/or experience:**
Must be highly organized and able to work with multiple projects, deadlines and other stressful situations. Must be able to work with a minimum of supervision and exercise independent judgement. Must be able to meet attendance requirements outlined in the job announcement. Emergency Operations and Economic Development experience is highly desirable.
- **Language Skills:**
Job requires ability to read and interpret documents relating to grant and/or contract applications, State and Federal regulations, and other documents associated with day-to-day work. Must have the ability to use tact and discretion in meeting with public; must maintain a neat personal appearance and must have the ability to communicate effectively both orally and in writing.
- **Mathematical Skills:**
Ability to calculate figures and amounts such as governmental matching dollars, and percentages.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of variable situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.
- **Certificates, Licenses, Registrations:**
Must possess a valid State of Washington Driver's License and be able to provide proof of insurability.
- **Other Skills and Abilities:**
Must be proficient in the use of computer word processing, spreadsheet and database programs; Internet and email.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Employee must have ability to

communicate one-on-one with clients and in-group settings. The employee is occasionally required to drive an automobile.

- The employee must occasionally lift and/or move 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.

The statements contained herein reflect general details as necessary to describe the principal function of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned and directed by the Executive Director. TEDD is an equal opportunity employer and is a drug free workplace.