



SouthEastern Arizona Governments Organization

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SEAGO is seeking applications for Economic Recovery Coordinator. A person in this position performs specific activities designed to respond to and mitigate economic injury resulting from the COVID-19 pandemic, and to prepare for future pandemic and economic disasters. Serves as a liaison with local communities to identify, develop and implement potential resiliency, mitigation, and economic recovery strategies and projects. Exercises independent judgment as appropriate to assure programmatic goals are met and works to achieve defined program outcomes. Assists with public communications and project coordination with key public and private sector partners, businesses, and industry organizations. This is a full-time non-exempt position with a salary range of \$35,159 to \$49,223 per year, plus retirement, health insurance benefits, vacation pay and travel reimbursement. Application deadline is September 6, 2020. **See next page for full job description and qualifications.** Apply online using the link below. SEAGO is an Equal Opportunity Employer.

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[APPLY ONLINE HERE](#)



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TITLE: Economic Recovery Coordinator

JOB CODE: 415

FLSA: Non-Exempt

PREPARED: August 2020

UPDATED:

Summary: Under strategic guidance of the Economic Development Program Manager, performs activities to respond to and mitigate economic injury resulting from the COVID-19 pandemic, and prepare for future pandemic and economic disasters. Serves as a liaison with local communities to identify, develop and implement potential resiliency, mitigation, and economic recovery strategies and projects. Exercises independent judgment as appropriate to assure programmatic goals are met and works with the Program Manager to achieve defined program outcomes. Assists the Program Manager with public communications and project coordination with key public and private sector partners, businesses, and industry organizations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional tasks.*

- Establishes and maintains positive working relationships with federal, state, and local government officials, economic and workforce development organizations, state and local tourism organizations, and private sector businesses and industries; identifies and fosters partnership opportunities with private foundations and non-profit organizations.
- Assists in the development of the SEAGO Comprehensive Economic Development Strategy (CEDS) with a strong emphasis on devising inter-regional strategies that have the potential to accelerate regional economic recovery efforts and improve competitiveness throughout rural Arizona, while providing clear, consistent guidelines to afford rural regions the resiliency needed for recovery from future economic and pandemic disasters.
- Participates in a variety of meetings with community representatives, chambers of commerce, business and industry organizations, economic development agencies or related groups; conducts interviews to identify communities, businesses and industries most highly impacted by the COVID-19 pandemic and potential areas of opportunity; collects relevant data to be used in the development of effective recovery, mitigation, and resiliency strategies.
- Provides relevant data and assists in local, state, and federally led recovery planning efforts among the most highly impacted communities; facilitates the implementation of local disaster recovery and economic development projects developed as part of the CEDS economic recovery and resiliency plan with the goal of rebuilding resilient and sustainable communities throughout the SEAGO region.
- Researches and identifies funding opportunities for community projects, business recovery, new business startups, and expansion of existing businesses that can be funded through a variety of federal, state, and private sources; assists member communities and local businesses in preparing and submitting funding applications; provides project management and administrative support, and works closely with communities to adhere to the terms of and conditions of their funding sources.



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- Serves as a liaison between local, state, and federal partners; provides strategic technical assistance and local capacity building workshops for member organizations, local businesses, and other stakeholders impacted by coronavirus in the SEAGO region in order to accelerate the economic recovery process.
- Develops a variety of program announcements, fliers, bulletins, press releases and other communications, and disseminates information via social media, websites, and local news media to inform the public of program opportunities and outcomes.
- Collects and analyzes a variety of complex data and information; evaluates, develops, and revises processes to ensure the effectiveness of the program and compliance with grant requirements and defined outcomes; summarizes findings and incorporates into program progress reports for submittal.
- Adheres to program budget and timeline, implements program processes, procedures; monitors program activities for fraud, waste or other suspicious conduct and reports to authorities if detected.
- Performs other duties as assigned.

Desirable Knowledge, Skills, Abilities and Experience:

- Knowledge of the principles and practices of public administration, grant writing and management.
- General knowledge of federal, state, and local laws, and regulations relating to government programs and services.
- Knowledge of the principles and practices utilized in research and planning.
- Knowledge of budgets and financial reporting.
- Knowledge of the principles and practices of economic development.
- Knowledge of economic forecasting and analysis.
- Knowledge of business practices and financing methods.
- Familiarity with the primary economic drivers, businesses, industries, communities, and demographics of Cochise, Graham, Greenlee, and Santa Cruz Counties.
- Skill in developing plans to attract, expand and retain businesses and create jobs.
- Skill in analyzing, developing and administering budgets.
- Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of program goals.
- Skill in interpreting complex documents, assessing the outcomes of program objectives and making recommendations for improvement to ensure program outcomes.
- Skill in facilitating the economic development planning process.
- Ability to maintain excellent public relations, and work tactfully, collaboratively, and diplomatically with others.
- Ability to gather data, maintain records, prepare reports, and compose correspondence related to program activities.
- Experience in economic or workforce development.
- Experience in competitive grant writing and administration.



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Education, Experience, and Certifications:

A Bachelor's Degree in Public Administration, Urban Planning, Business Administration, or closely related field; a minimum of two (2) years of planning and development experience; or any combination of education, training and experience which provides the following **required knowledge, skills and abilities**:

- Outstanding communication skills. The successful candidate will possess excellent listening skills, verbal communication skills, and exceptionally well developed writing, facilitation and presentation skills.
- Proficiency with the Internet and Microsoft Office (Word, Excel, Outlook and PowerPoint).
- Understanding of public sector and nonprofit organizations and fundamental private business practices.
- Ability to work independently with strategic guidance and work well with a diverse array of stakeholders to achieve desired program outcomes.
- Ability to rapidly assimilate key programmatic activities and challenges, learn, analyze and synthesize new information, and make sound recommendations and decisions.
- Experience handling multiple assignments and meeting deadlines with attention to accuracy and detail while thinking broadly and handling a high volume of work.
- Strong interpersonal skills with ability to develop and sustain effective, collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions, including co-workers, local elected and appointed officials, state and federal officials, private sector partners, business and industry leaders and the general public.
- Knowledge, ability, and willingness to maintain personal health and protect the health and well-being of others through adherence to best practices designed to limit the community transmission of viruses and other communicable diseases.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast paced office environment with frequent interruptions and irregularities in the work schedule.
- This position may require community work and regular travel to and from various locations throughout the SEAGO region. Therefore the selected candidate must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.



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Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Grant Funded:

This is a grant-funded position that has been created to perform specific duties necessary to meet the requirements of one or more grants. The position is paid for through funds received by SEAGO for the administration of the grant. If the funding is withdrawn, significantly reduced, or exhausted, the position may be eliminated and the employee will be subject to a reduced work schedule or layoff procedures.

Approvals:

Name: _____ **Title: Economic Recovery Coordinator** **Date** _____

Name: Randy Heiss **Title: Executive Director** **Date** _____