

## **JOB POSTING**

### **Economic Recovery and Resiliency Coordinator**

Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)

**Job Title:** Economic Recovery and Resiliency Coordinator

**Supervisor:** Economic Development Planner

**Salary:** \$50,000-\$60,000

**Status:** Full-time; 40 hours per week

**Term:** Employment contract through June 30, 2022

#### **Summary:**

The Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), a regional council of governments, seeks a talented and dynamic Economic Recovery and Resiliency (ER&R) Coordinator to facilitate regional economic recovery and resiliency planning efforts in Portage, Stark, Summit, and Wayne Counties. The ER&R Coordinator will help lead a regional planning effort to respond to the economic impact of the coronavirus pandemic. The selected candidate will report directly to the Economic Development Planner and be primarily responsible for administering the U.S. Economic Development Administration (EDA) Coronavirus Aid, Relief, and Economic Security (CARES) Act Recovery Assistance grant for the NEFCO region. The grant-funded position is initially being offered as an employment contract through June 30, 2022, with the potential for additional employment, depending on available resources.

#### **Responsibilities:**

- Facilitate committee and task force meetings
- Help develop regional and sub-regional economic recovery and resilience plans
- Ensure consistency of plans and projects with the NEFCO Comprehensive Economic Development Strategy
- Foster and develop collaborative partnerships between local governments, public and private non-profit organizations, philanthropic entities, higher education institutions, and the private sector
- Work as a liaison between local governments, nonprofit organizations, and the EDA to help identify and acquire grant resources
- Provide technical assistance to local governments, nonprofit organizations, and other regional partners on grant programs and funding applications
- Provide public information and outreach on recovery and resiliency planning activities to NEFCO membership
- Prepare progress and fiscal reports, as required by the EDA
- In-region or in-state travel with mileage reimbursement

#### **Qualifications:**

- Bachelor's Degree in urban planning, geography, economics, business, communications, or other related field; Master's Degree preferred.
- 2+ years of experience in city or regional planning; 5+ years preferred
- Knowledge of planning principles and practices
- Familiarity or experience with common economic development planning tools and funding
- Familiarity with common terms used in economic development
- Experience in emergency management and hazard planning is desirable

- Superior verbal and written communication skills
- Good organizational skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) software
- Familiarity or experience with maps, electronic or hard copy. Experience with ESRI geographic information systems software a plus.
- Ability to work independently with a variety of individuals, including public and private sector staff, elected officials, and the general public
- Valid State of Ohio driver's license, a good driving record, and possession of liability coverage required. Candidate should be willing to use personal transportation or have access to alternative transportation

**Compensation and Benefits:**

- Salary range \$50,000 to \$60,000, subject to background and experience
- Health insurance; plus optional dental, vision
- Sick leave (120 hours accrued annually)
- Paid holidays
- Vacation leave (80 hours accrued annually)
- Compensatory time provided for approved overtime
- Optional Deferred Compensation Program
- Free parking in enclosed deck adjoining office
- Employer and employee contributions to the State retirement system

All questions should be directed to:

Nick Lautzenheiser

NEFCO

[nick@nefcoplanning.org](mailto:nick@nefcoplanning.org)

330-643-5037

Resumes received will be reviewed during the week of August 24, 2020; resumes will continue to be accepted after that date until position is filled. Interested candidates should submit a resume, cover letter and salary needs to: Nick Lautzenheiser, Economic Development Planner, NEFCO 175 S. Main Street, Suite 211, Akron, OH 44308 Attn: Rebecca Morgan, Administrative Assistant. Candidates may email cover letter and resume to [HR@nefcoplanning.org](mailto:HR@nefcoplanning.org), Subject: Economic Recovery and Resiliency Coordinator