

WESTERN NEVADA DEVELOPMENT DISTRICT
1000 North Division St., Suite 102 B
Carson City, NV 89703
wndd.org

Economic Recovery Coordinator Two Positions

BACKGROUND: Western Nevada Development District (WNDD) is recruiting for two Economic Recovery Coordinator positions. Funds for this position are from a two-year (24 MONTH) Economic Development Administration grant under the CARES Act. These funds are intended to provide assistance to communities to respond to the economic shock sustained as a result of the Coronavirus-19 pandemic. Coordinators will be deployed in communities within the seven county, five cities and tribal community located within the region.

DESCRIPTION: The Economic Recovery Coordinator will support, carry out and serve as a project/program coordinator for economic development planning and implementation activities related to the development of plans, projects and programs for the WNDD region. Serving as a liaison and coordinator for the businesses, government, tribal, educational and nonprofit communities, support and assistance will be provided as local economies recover from the economic shock sustained as a result of the COVID-19 pandemic. This will include facilitation of the region's efforts to identify and develop strategies to create and build a more resilient economy; working for the purpose of revitalizing, expanding, and upgrading distressed communities' environment to attract industry, encourage business retention, expansion and recruitment and generate long-term sustainable private sector jobs and investments, strengthened recovery and resiliency.

DUTIES AND RESPONSIBILITIES:

As a part of the WNDD team;

- Develops and implements economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the region.
- Assists with local, state and federally led coronavirus recovery planning efforts.
- Establishes effective working relationships with local jurisdictions, federal and state agencies, regional business development organizations and private non-profits.
- Grant administration and support including grant application development, progress reporting and administration for the division, as well as routine planning and research work.
- Understanding of economic and community development to assist jurisdictions with the identification of projects that enhance regional disaster recovery and economic resilience.
- Works with local jurisdictions to develop these projects and support grant application development.
- Participate and lead in the development and implementation of web-based trainings, workshops and informational meetings.
- Preparation and administration of contracts, projects, plans, reports, grant applications and budgets.

- Conduct research and offer recommendation(s) about economic development opportunities.
- In District travel may be required as well as out of District.

REQUIRED SKILLS:

- Strong business writing and interpersonal communication skills; ability to work in a highly organized manner.
- Working knowledge of local, state, Federal and regional government and community-based organizations and resources.
- Detail oriented, self-motivated and able to multi-task.
- Ability to exercise good judgement, strategic decision making and offer innovative and non-traditional approaches.
- Proficient with Microsoft Office applications including Word, Excel, Outlook and PowerPoint.

EDUCATION and EXPERIENCE:

- Experience in a field related to the program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assigned tasks. Experience and education may be substituted for one another.
- Knowledge of local, state and federal laws related to the program; of training and marketing techniques; of economic development; and of program management processes and techniques.

REQUIRED CERTIFICATIONS AND LICENSES:

Valid state issued driver's license required.

PAY and BENEFITS:

Pay: \$55,000 to \$60,000

Benefits:

Dental, vision insurance

Health insurance reimbursement \$450 per month

Retirement Plan

Paid Time Off

Holidays

WORK HOURS:

Monday to Friday – 8 am to 5 pm

COVID-19 considerations:

Employer strictly observes social distancing requirements and the wearing of a mask in a secure environment. Employee will have a private workspace.

How to Apply:

Send cover letter, résumé and three references to Sheryl Gonzales at sgonzales@wndd.org. Deadline to apply: Friday, July 31, 2020 at 12 noon.