

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT, INC.
JOB DESCRIPTION**

Job Title: Disaster Recovery & Resiliency Coordinator

**Location: Southeast Arkansas Economic Development District, Inc
721 South Walnut Street, Pine Bluff, Arkansas**

Supervisor: Director of Development & Project Oversight

Classification: Full-Time, Exempt

DESCRIPTION:

The Disaster Recovery & Resiliency Coordinator (two-year, grant-funded position) is responsible for assisting in recovering from Covid-19 and generally improving local economies through developing projects and grant applications, completing grant agreements, leading and facilitating regional projects, and providing a full range of administrative services for awarded grants within Southeast Arkansas Economic Development District's (SEAEDD) the ten (10) county service area.

RESPONSIBILITIES/DUTIES:

- Assists in the application process for potential grant funded projects, helping to structure projects following detailed guidelines and analyzing proposed projects for eligibility and feasibility.
- Coordinates with the grantor agencies in the development of grant agreements including scope of work, budget, and special conditions, conducting meetings with concerned parties, and coordinating all programmatic aspects of grant implementation.
- Implements, administers and monitors approved grants to assure conformance and compliance with all program regulations; conducts periodic on-site inspections of projects, chronicles activities related to project, reviews and prepares amendments and change orders as required, and conducts project close-out procedures to ensure compliance with state and federal rules and regulations.
- Provides technical assistance to potential and actual grantees by conducting training sessions, advising on project eligibility, and communicating program guidelines and regulations.
- Serves as project liaison between the granting agency and the grantee, working in close association with project engineers, architects, contractors and subcontractors, coordinating details relative to project development, construction and completion.
- Serves as the organizer and lead facilitator for miscellaneous community specific and regional projects.
- Performs research to evaluate the prospects for new programs and grant opportunities for SEAEDD and its members.
- Assists in compiling and completing community/regional surveys and compiling regional data that benefit the SEAEDD member communities.
- Performs other duties as assigned.

REQUIRED COMPETENCIES:

- Strong interpersonal, verbal, and written communication skills including presentation skills.
- Strong editing skills.
- Attention to detail.
- Ability to speak in public.
- Confidence & ability to interact with elected officials.
- Ability to meet deadlines.
- Ability to plan, organize, and manage complex projects.
- Proficient with the Internet and computer software, including but not limited to, Word, Excel, and Outlook.
- Use of other computer software/hardware as necessary.
- Self-motivated with ability to manage multiple projects simultaneously.
- Obtaining the appropriate certifications will be required.
- Evening meetings & travel required at times.
- Ability to exercise discretion and independent judgment while working within the framework established by SEAEDD management.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree (B.A. or B.S.) from a four-year college or university; or five years related experience and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY:

High skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

SPECIAL WORK CONDITIONS:

- Must have reliable transportation and valid Arkansas driver's license.
- Ability to travel in state, including overnight stays.
- Frequent sitting for a minimum of four (4) hours, standing for one (1) hour and walking for one (1) hour.
- Occasional carrying or lifting weight up to 50 lbs.
- Occasional bending, stooping, squatting, crawling, climbing, crouching, kneeling, balancing, pushing, pulling and reaching above shoulder.
- Continuous use of hands for repetitive actions such as simple and firm grasping and fine manipulation.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No phone calls please

Please send cover letter, resume' and professional references to:

Melody Mosler, Executive Assistant

Southeast Arkansas Economic Development District, Inc.

Via email: melody@southeastarkansas.org

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.