

# ***CCD BUSINESS DEVELOPMENT CORPORATION***

## ***POSITION DESCRIPTION***

### **Position Information**

Title: **COMMUNITY & ECONOMIC DEVELOPMENT  
PROJECT COORDINATOR**

Position:  New  Revised Date: 3/1/2024  
Eligible for Overtime:  Yes  No Non-Exempt

### **Basic Function**

To support and assist CCD's Community & Economic Development Department planning and deployment of the HB 3395 project for the region of Coos, Curry, and Douglas counties. This position will be working to enhance CCD's capacity. The goal of all positions is to assist in meeting organizational goals and objectives of the HB3349 grant and other duties as assigned. This position is a project-based hire. This is a full-time position.

### **Working Relationships**

Supervised directly by the Community & Economic Development Department Director and will work in support of the CCD Management Team which includes the Executive Director, Accounting Manager, Community & Economic Development Director, and the Finance Manager. Works independently on projects but also in cooperation with other team members and contract partners. Close and effective working relationships with professional consulting firms, state, federal, local, and tribal officials. The position will be located in the Roseburg office, at times, travel will be required to Coos and Curry counties.

### **Principal Activities**

- Assist with identifying potential opportunities and projects for the HB 3395 program funding.
- Assist in project awards and deployment for the HB 3395 program funding.
- Assist with grant and loan application writing and submittals for projects.
- Assist local stakeholders and agencies in face-to-face meetings, telephone, and electronically, providing advice and assistance at times relative to community and economic development activities for projects eligible for HB 3395 program funding. Deliver direct assistance to communities as team leader or in a backup role teamed with another CCD team member.
- Assist with providing technical assistance and capacity building to local stakeholders, non-profits, and small businesses.
- Assist with fostering and maintaining positive client relationships.
- Write and deliver progress reports to the Community & Economic Development Director, Executive Director, and Board of Directors.
- Be a knowledgeable resource in matters related to CCD organization programs and services.
- Exhibit excellent Time Management, which will be a priority and necessity in this position.
- Assists with developing special projects as appropriate.
- Assists in seeking new sources of revenue to meet CCDs goals and objectives. *(Grant Writing.)*
- Overall organizational capacity support.
- Perform other duties as assigned or necessary to meet the goals and objectives of CCD.
- Attend staff, Board, and partner(s) meetings.
- Maintain a positive professional image of CCD in the community.

### **Accountabilities and Priorities**

- Performing duties in an accurate and timely manner.

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- Maintaining a positive working environment with supervisors and peers.
- Be a critical thinker, ready to solve problems before they become obstacles.
- Demonstrated ability to design and manage multiple tasks successfully.
- Demonstrated ability to motivate self and work independently, with minimum supervision.
- Skills in public relations, making presentations, and writing reports.
- Effective communication skills, both written and oral.
- Knowledge and experience in community and economic development, strategic planning.
- Skills in meeting facilitation and project management.
- Ability to work and interact as part of a team.

### **Requirements**

Bachelor's degree or equivalent work experience in an economic and/or community development field, such as Political Science, Sociology, Economics, Planning or Business Administration.

Experience in community and economic development field or related fields, including experience designing and coordinating regional community development activities involving varied interests. Demonstrate proficiency with and working knowledge of Excel, Microsoft Word, Internet navigation and other word processing, spreadsheet, and database programs. Ability and willingness to work with confidential information and maintain confidentiality. Ability to maintain effective working relationships with CCD staff, contractors, Board Members, local, state, and federal government staff, and consultants. Valid Oregon driver's license that will allow the individual to travel and oversee community and economic development projects.

*Current Established Pay Scale: \$45,000 (Lower) - \$75,000 (Upper)*

*Offered Salary: \$*