

Economic Resiliency Coordinator
Southern Indiana Development Commission (SIDC)
Job Title: Economic Resiliency Coordinator
Supervisor: Executive Director
Status: Full-time; 35 hours per week

Summary:

The Southern Indiana Development Commission (SIDC), a regional council of governments, seeks a talented and dynamic Economic Resiliency Coordinator to facilitate regional economic recovery and resiliency planning efforts in Daviess, Greene, Knox, Lawrence, and Martin Counties. The ER 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 Executive Director 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 SIDC region. Duties will transition after the grant completion in July 2022 to economic and community development responsibilities of SIDC which has a number of services for local governments including project development, grant writing, housing assistance, blighted properties redevelopment, administrative services, transportation, planning and other services as required.

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 SIDC 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 SIDC membership
- Prepare progress and fiscal reports, as required by the EDA
- In-region or in-state travel with mileage reimbursement

Qualifications:

- Bachelor's Degree with preference for urban planning, geography, economics, business, communications, or other related field;
- 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, second language is a plus

- Good organizational skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) software, surveying software a plus.
- 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 Indiana 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:

- Health stipend \$3,500
- Sick leave (42 hours accrued annually)
- Personal day (4 days a year)
- Government Paid holidays
- Vacation leave (12 days accrued annually)
- Compensatory time provided for time worked over 35 hours
- Optional Deferred Compensation Program
- Employer paid Public Employee Retirement Fund.
- Flexible office environment.

All questions should be directed to:

Greg Jones

SIDC

gejones@sidc.cc

812-709-0760

Resumes received will be reviewed during the week of September 21; 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: Greg Jones, Executive Director, at gejones@sidc.cc
Subject: Economic Resiliency Coordinator