



JOB ANNOUNCEMENT AND POSITION DESCRIPTION

The Southern Oklahoma Development Association has a position opening for an **Economic Development Specialist**. This position would begin around July 1, 2020. The position is funded through a 24-month federal grant.

POSITION DESCRIPTION

The **Economic Development Specialist** provides technical assistance for community planning and development efforts. The Specialist introduces strategies to help rural communities develop and execute plans to improve economic conditions and quality of life. The Specialist works with local communities to develop consensus on plans and funding strategies, identifying leverage points for new opportunities and referring grant-ready communities to the CED grant-writing team. The Specialist works under the supervision of the SODA Community and Economic Development Director.

DUTIES AND RESPONSIBILITIES

- Assist communities in the SODA service area in identifying, developing, and implementing community and economic development projects using a rapid planning approach
- Work with the governments and key stakeholders of local communities to develop consensus on investment projects and help bring these to fruition
- Assemble teams of key stakeholders to identify community needs and formulate a customized plan for economic development for each community
- Help communities identify leverage points for new opportunities, promote appropriate collaborations, identify interventions, and scale up best practices
- Assist CED Director in producing content for communication materials (such as best practices, lessons learned, and success stories) as well as contract deliverables
- Provide monthly/quarterly project results to CED Director and staff
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Manage multiple projects and tasks

QUALIFICATIONS AND PREFERENCES

- Experience in community or economic development, private sector rural development initiatives, or leadership roles on donor-funded development projects preferred
- Well-versed in grant development and project management preferred
- Ability to self-start, work independently and meet multiple deadlines
- Excellent interpersonal and, public speaking, and team-building skills
- Experience working with clients/customers
- Demonstrated leadership, versatility, and integrity
- Proven ability to use tools such as MS Project or other Office 365 programs (Word, Excel, Outlook, PP)
- Associate or bachelor degree preferred but relevant experience may be substituted in lieu of a college degree

To apply, please mail a cover letter outlining qualifications and a resume to Steve Mills, SODA Executive Director, P.O. Box 709, Durant, OK 74702-0709 or email to smills@soda-ok.org.