



JOB ANNOUNCEMENT AND POSITION DESCRIPTION

The Southern Oklahoma Development Association has a position opening for **Regional Economic Recovery Coordinator**. This position will begin about July 1, 2024, or as soon as a qualified candidate is selected. This position is funded through a three-year grant from the Economic Development Administration.

POSITION DESCRIPTION

The Regional Economic Recovery Coordinator performs tasks to implement long-term recovery efforts from disaster events with a focus on economic recovery for Love, Murray and Carter Counties. The Recovery Coordinator identifies public funding sources to implement recovery, resilience, and disaster mitigation projects and works with local jurisdictions to develop grant applications and project proposals. The Recovery Coordinator will facilitate communication among jurisdictions, agencies, businesses, tribal governments and other stakeholders across Love, Murray and Carter Counties. The coordinator works under the supervision of the SODA Regional Development Director.

DUTIES AND RESPONSIBILITIES

- Identify potential economic recovery, resiliency and disaster mitigation projects within the locally impacted communities that are eligible for state and federal funding opportunities
- Prepare and write grant applications for federal and state funding to implement economic recovery, resilience, and disaster mitigation projects
- Provide technical assistance to local governments in administering state and federally funded grants related to economic recovery, resiliency, and disaster mitigation.
- Establish and maintain working relationships with other organizations, agencies and communities, providing leadership and economic development activities.
- Identify and foster private and non-profit partnership opportunities.
- Conduct and/or participate in public meetings and presentations related to economic recovery opportunities
- Promotes SODA resources and services that supplement economic recovery and resilience efforts in the

QUALIFICATIONS AND PREFERENCES

- A bachelor's degree in planning, economics, economic development, public administration, business administration, or a related field is preferred.
- At least one year of professional work experience is required. Prior experience in economic development, city or regional planning, economic recovery, disaster recovery, business finance, commercial lending, or a related field is preferred. Experience with programs such as Community Development Block Grant (CDBG), Economic Development Administration (EDA), Federal Emergency Management Administration (FEMA) (EPA), or United States Department of Agriculture – Rural Development (USDA-RD) is a plus.

- Strong verbal and written communication skills are required. The ability to read, interpret, and follow state and federal program guidelines is required.
- Computer skills, including word processing, database management, document design, and presentation software are required.
- The ability to work with minimal supervision, meet deadlines, and work efficiently in non-routine situations is required.
- The ability to work effectively with the public and elected officials is required.
- Day travel in a 50-mile radius is required. The position requires attending occasional evening meetings. A valid driver's license and reliable transportation is required.

SALARY RANGE

- \$40,000 - \$46,000 based on education and experience

To apply, please mail or email a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resources, P.O. Box 709, Durant, OK 74702-0709 or bmccarty@soda-ok.org.

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