

Full Job Description:

Economic Development Coordinator

Status: Part-Time/Hourly - 3 Days/Week Base Schedule; Max 30 hours/week

Current Pay Range: \$15/hour to \$22/hour

Reporting Responsibility: This position reports to the Director of Planning

Location: Accomac, Virginia

Review of applications will begin **August 29, 2016** and continue until filled.



The Accomack-Northampton Planning District Commission (A-NPDC), a regional non-profit organization based in Accomac, Virginia, seeks a motivated person to provide project management for various state and federal planning activities and technical assistance to local jurisdictions. With the A-NPDC's fast-growing diversity of programs, this is an exciting opportunity for a creative and driven professional to gain experience and have their efforts make a positive impact on the rural communities of the Eastern Shore of Virginia.

About the A-NPDC:

The A-NPDC has been the Eastern Shore of Virginia's regional planning organization since 1970. Created by the Commonwealth of Virginia, the County of Accomack and the County of Northampton and joined by the Town of Chincoteague, the A-NPDC is tasked with supporting local planning and community development efforts and providing technical assistance on behalf of the Commonwealth. The A-NPDC focuses on issues of regional importance by working with local, state, and federal governments.

The Commonwealth of Virginia is divided into 23 planning districts based on communities of interest among its counties, cities and towns. The purpose of planning districts as described in the Code of Virginia is to:

- Encourage and facilitate local government cooperation and state-local cooperation in addressing problems of greater than local significance;
- Facilitate the recognition and analysis of regional opportunities; and
- Promote the orderly and efficient development of the physical, social and economic elements of the district by assisting localities plan for the future.

The primary mission of the A-NPDC is to respond to local government requests for assistance in planning for and managing growth in the region. This includes:

- Helping local governments develop policies, plans and regulations to manage growth and development;
- Helping local governments facilitate the development of affordable housing and healthy communities;
- Helping local governments with the protection and wise use of natural resources;
- Bringing emerging issues of regional importance to the attention of local government;
- Facilitating problem solving by convening appropriate stakeholders and identifying sources of funding;
- Assisting with outreach to local citizens on issues of regional and local concern;
- Providing technical assistance on specific planning activities as requested by localities; and
- Helping to implement regional plans and administer regional programs at the request of the localities.

Every PDC in the Commonwealth is a unique expression of its region. For the Eastern Shore of Virginia, the A-NPDC has been tasked with improving housing quality; seeking, financing and building community development projects; and providing structure to regional community planning and development goals focusing on transportation, economic development, and coastal/natural resources.

Job Description:

The position of Economic Development Coordinator is classified as a technical position that focuses on regional economic and community development. This individual will be a motivated and creative thinker who plans and implements a variety of planning initiatives. This individual will collaborate with and support the activities of the Director of Planning, the Executive Director, and the Planning District Commission.

Specific Responsibilities:

The Economic Development Coordinator will be responsible for the administration of, management of, and reporting on funded projects. In addition to carrying out the activities included within the mission of the A-NPDC described above, the Economic Development Coordinator will:

- Develop and manage the Regional Economic Development Work Programs carried out by the Eastern Shore of Virginia Economic Development Committee. Specifically, this involves maintaining, updating, and implementing the Regional Comprehensive Economic Development Strategy and the Regional Stronger Economies Together Economic Development Plan;
- Coordinate, facilitate, and participate in meetings with the public and various committees and boards regarding community and economic development;
- Assist local governments and residents of the Eastern Shore in understanding economic issues and trends;
- Assist the U.S. Economic Development Administration in creating and collecting data and work products related to economic development in the region and coordinating regional economic development planning efforts;
- Serve as a liaison between local governments and state and federal agencies;
- Develop and implement outreach strategies and communication products including website and social media development and maintenance; and
- Research new funding opportunities, prepare grant applications, administer grants, and prepare reports.

Required Skills and Qualifications:

The Economic Development Coordinator must be passionate about improving economic and living conditions on the Eastern Shore of Virginia; have outstanding communication, facilitation, and professional relationship-building skills; be detail-oriented; possess a strong personal initiative with an ability to be open-minded and creative; have exceptional organizational development skills; possess analytical and problem-solving skills; and have outstanding interpersonal skills, writing abilities and verbal communication skills. Technological competency is necessary and experience with databases, social media and web-interfaces are a plus.

The successful candidate will have completed a Bachelor's degree in a related field or have at least 2 years of professional experience in a related field. Familiarity with economic development and planning and experience in working within the regulatory and political realm is favored. Knowledge of federal, state, and private grant programs and professional experience with grant writing and administration is desirable. Professional experience with managing and coordinating multi-organizational networks is preferred.

To Apply:

Submit cover letter including a statement of interest and CV/resume, to Curt Smith at csmith@a-npdc.org with "Economic Development Coordinator Application" in the subject line or submit via mail to the A-NPDC at 23372 Front Street, Accomac, VA 23301. The A-NPDC is an Equal Opportunity Employer.

Visit our web site at www.a-npdc.org.