

**Norton Sound Economic Development Corporation  
Job Description**

**Job Title: Community Development Coordinator**

Department: Administration	Duty Station: Nome
Supervisor: Community Benefits Director	Type of Position: Full-time, Regular
Supervisory: Yes	Eligible for Benefits: Yes
Grade: 8	FLSA: Non-exempt

**Summary of Organization:**

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

**Purpose of Position:**

This position will be responsible for promoting in-region community development and facilitating community outreach while assisting with the administration of Community Benefits Department programs.

**Supervision Received:**

The position receives supervision from the Community Benefits Director who monitors work performance and gives work direction. The position functions with general independence.

**Essential Job Functions and Responsibilities:**

- Facilitate community development by identifying and establishing development opportunities, identifying relevant grant and funding sources, and facilitating leveraging opportunities for various community projects.
- Evaluate trends and develop innovative plans in anticipation of changes that may affect the future of the community.
- Work closely with each member community's municipality, tribe and Native corporation to ensure that NSEDC is apprised of the community's priority list, facilitate development, and ensure the entities are fully aware of pertinent NSEDC programs.
- Administration of NSEDC Community Benefit Programs assigned by the Community Benefits Director.
- Work closely with community and regional entities to identify projects and funding resources that can be utilized in conjunction with NSEDC programs.

- Evaluate applications and requests from community and regional entities for conformity to NSEDC program rules and requirements.
- Assist entities in meeting the requirements and standards necessary to apply for and receive support through NSEDC programs.
- Manage grants awarded by NSEDC, including assisting NSEDC grant recipients in developing and administering budgets related to funded projects.
- Annually facilitate and attend Community Outreach Meetings as required.
- Supervise the community liaisons in each of the 13 member communities as assigned by the Community Benefits Director.
- Coordinate with other NSEDC program staff for the transfer of information regarding the benefits of NSEDC development programs in the region.
- Assist department staff with coordinating community events such as community meetings, potlucks, etc. in the member communities.
- Prepare activity reports and other reports as required.
- Other duties as assigned.

**Qualifications:**

- Undergraduate degree from an accredited university is required. Year-for-year applicable experience can be substituted for degree requirement.
- At least two years applicable work experience is required.
- Resident of the Norton Sound region is preferred.

**Knowledge and Skills:**

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly, and represent the company in a professional manner.

- Knowledge of customer services concepts and practices
- Knowledge of privacy laws and regulations
- Knowledge of recordkeeping and filing procedures
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports
- Knowledge of budgets and expense accounting
- Knowledge and familiarity with logistics, customs and potential challenges associated with small, rural communities
- Skill in operating a personal computer utilizing a variety of software applications, including Microsoft Word and Excel
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in program/project/task management

**Physical Requirements**

- Operate office equipment
- Sit more than half the workday
- Stand and/or walk less than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

**Working Conditions**

- Work is conducted in a standard office environment
- Some travel is required (approximately 25% of the time)
- Travel is done via large aircraft
- Travel is done via small (fewer than 16-passenger) aircraft

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_