

**Norton Sound Economic Development Corporation  
Job Description**

**Job Title: Community Development Coordinator**

Department: Community Benefits	Duty Station: Unalakleet, AK
Supervisor: Community Benefits Director	Type of Position: Regular, Full-time
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:**

The Community Development Coordinator 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.
- 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.
- Administer NSEDC Community Benefit Programs assigned by the Community Benefits Director.
- Supervise the community liaisons in each of the 13-member communities as 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. Assist NSEDC grant recipients in developing and administering budgets related to funded projects.
- Facilitate and attend annual Community Outreach Meetings.
- 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 and other activities in member communities.
- Prepare activity reports and other reports as required.
- Other duties as assigned

### **Qualifications:**

A Bachelor's Degree from an accredited university in rural development, business administration or related field is required. Year-for-year applicable experience can be substituted for degree requirement.

- At least 2 years applicable work experience is required.
- Resident of the Norton Sound region is preferred.
- A valid Alaska's Drivers License and ability to be insured under NSEDC's automobile insurance is required.

### **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**

- Use hands and arms to 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.
- Overtime is required on occasion.
- 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.
- Work may be conducted outside in inclement weather conditions.

**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 \_\_\_\_\_

**Disclaimer**

*The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*