



## **Community & Economic Development**

### Economic Recovery and Resiliency Coordinator

The Indian Nations Council of Governments (INCOG), a regional council of governments, seeks a talented and dynamic Economic Recovery and Resiliency (ER&R) Coordinator to facilitate regional economic recovery and resiliency planning efforts in the EDA-designated Economic Development District comprising Creek, Osage and Tulsa Counties. The ER&R Coordinator will help lead a regional planning effort to respond to the economic impact of the coronavirus pandemic, with primary responsibility for administering an EDA CARES Act Recovery Assistance Grant for the INCOG EDD region.

#### **Responsibilities:**

- Assist in the development and implementation of an updated CEDS to include economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the INCOG region
- Serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in disaster-impacted areas
- Facilitate the implementation of locally generated disaster recovery economic development projects developed as a part of the CEDS or CEDS-aligned economic recovery and resilience plan
- Foster and develop collaborative partnerships between local governments, public and private non-profit organizations, philanthropic entities, higher education institutions, and the private sector
- Work as a liaison between local governments, nonprofit organizations, and the EDA to help identify and acquire grant resources
- Provide technical assistance to local governments, nonprofit organizations, and other regional partners on grant programs and funding applications
- Provide public information and outreach on recovery and resiliency planning activities to INCOG membership
- Prepare progress and fiscal reports, as required by the EDA

#### **Qualifications:**

- Bachelor's Degree in urban planning, geography, economics, business, communications, or other related field; Master's Degree preferred.
- 3+ years of experience in city or regional planning or public administration or related field
- Familiarity or experience with common economic development planning tools and funding
- Experience in working with local or tribal governments and policy officials is desirable
- Superior verbal and written communication skills
- Good organizational skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) software
- Familiarity or experience with geographic information systems software



- Ability to work independently with a variety of individuals, including public and private sector staff, elected officials, and the general public
- Valid State of Oklahoma driver's license

**Compensation and Benefits:**

- Salary range \$55,000 to \$65,000, subject to background and experience
- Comprehensive benefits package, including retirement, medical, vision, and dental plans, and a deferred compensation plan.

To apply please submit a cover letter and resume to: INCOG Personnel Director, 2 W. 2nd Street, Ste. 800, Tulsa, Oklahoma 74103 or email to: [resumes@incog.org](mailto:resumes@incog.org)