



## Economic Recovery and Resiliency Coordinator

**Supervisor:** Economic Development Planner

**Status:** Full-time

### **Summary:**

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 recovery assistance EDA programs and the 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 within the INCOG EDD area
- Facilitate the implementation of locally-generated economic development disaster recovery 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 public administration, economics, business, communications, or other related field; Master's Degree preferred.
- 3+ years of experience in city or regional planning, or public administration, or economic development 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: [incog@incog.org](mailto:incog@incog.org)