



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Description

JOB TITLE Disaster Recovery Coordinator—Economic Development

JOB DESCRIPTION

This position will help the NCNMEDD region recover from the impacts of the coronavirus pandemic by assisting with business recovery efforts, resiliency planning, economic diversification, and project management. Work will be focused in NCNMEDD’s eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties.

DUTIES & RESPONSIBILITIES

NCNMEDD is seeking a highly motivated and proactive individual for Disaster Recovery Coordinator.

Duty	Percent of total
Technical assistance for businesses and economic development projects	30%
Business recruitment, retention and expansion activities	25%
Economic development and special project management	25%
Resiliency planning and implementation	10%
Data analysis, grant writing, other duties	10%

This is a full-time, 12 month, temporary position managed from the NCNMEDD Santa Fe office. Actual work will occur in the Santa Fe office, in communities within the NCNMEDD region and from remote locations.

EXAMPLES OF WORK PERFORMED

- Provides direct technical assistance to local governments, community organizations and businesses in the NCNMEDD region.
- Assists with business recruitment, retention and expansion initiatives.
- Plans and manages economic development initiatives and special projects which may include funding from EDA, USDA, CDBG and state funding sources.
- Makes referrals for loan and grant programs and assists with loan and grant applications.
- Organizes partnerships with other organizations and service providers.
- Holds workshops and trainings.
- Collects and analyzes information.
- Assists in maintaining NCNMEDD’s online Recovery Resource Center.
- Coordinates effectively with federal, state and local governments and business entities.
- Develops reports, business plans and other written materials.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Provides current information to the Executive Director as necessary.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor’s degree in finance, economics, business, planning or related field. Three years of

economic development work experience is preferred.

- Advanced office and computer skills, including MS Word, Excel and Power Point.
- Ability to make good sound judgment decisions.
- Ability to assess and prioritize multiple tasks and projects.
- Ability to establish priorities.
- Knowledge of federal, state, and local regulations and policies.
- Experience with budgeting principles and practices.
- Ability to work and perform in conflict/crisis environments.
- Knowledge of program planning concepts, principles, and practices.
- Possesses strong analytical and problem-solving skills.
- Possesses excellent oral and written communication skills.
- Maintains effective working relationships with NCNMEDD staff, contractors, and Board members.
- Demonstrates behavior that maintains the organization's credibility, integrity, and positive image in the community.

SUPERVISORY RESPONSIBILITIES

This position does not require any supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Applicants are expected to participate in ongoing training regarding federal, state, local and other resources for small businesses, especially resources intended for recovery from the coronavirus pandemic.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Executive Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the

services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the North Central New Mexico Economic Development District and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Salary commensurate with qualifications and experience.
- Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.
- Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.
- Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com. Indicate if you are applying as a temporary employee or as a contractor.
- Application Deadline: Until Filled
- Questions: Please contact Monica Abeita, NCNMEDD Executive Director at 505-356-9588 or monicaa@ncnmedd.com.