



# Community & Economic Development Coordinator

COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT

## POSITION DESCRIPTION

Title: Community & Economic Development Coordinator

Schedule: Monday through Friday

Location: Longview, WA

Classification: Full time

Opening Date: January 27, 2017

Salary Range: \$20.00 to \$25.00 DOQ

Closing Date: February 3, 2017 or until filled

**Position Summary:** This individual would work primarily in coordinating economic activity for the Tribe. To implement initiatives as directed, including facilitating community and economic development in order to identify and establish economic development opportunities. Identify opportunities for regional economic development in order to assist in developing projects and initiatives. Promote the Tribe in order to expand economic development opportunities, and perform other related duties as directed. Promote cooperation with public agencies, educational institutions, businesses and community groups. This position will work towards the advancement of economic development plans and initiatives for the Tribe. This individual will work in close coordination with Administrative staff, assisting in efforts toward promoting business opportunity for the Tribe.

**Essential Functions:** Other duties relating to position may be assigned

Works with and assists the Administrative staff in developing and recommending short and long term economic strategies and business plans to provide and maintain a strong and balanced business environment including the creation and retention of employment opportunities for the Tribe.

Provides staff assistance to the Economic Development Committee and Tribal leadership;

Acts as liaison to cities, public agencies, businesses and community groups regarding issues of economic opportunity;

Collects a variety of economic and demographic data for analyses;

Works with tribal leadership to develop and promote economic vitality programs;

Performs various public relations activities including development of promotional materials, themes and works with Administrative staff and Tribal leadership on press releases;

Researches and identifies funding sources for follow up activities; reviews and evaluates requests for proposals; monitors and carry out tribal sponsored economic programs.

## Knowledge:

- Have working knowledge of the unique status of American Indian Tribes and Economic Development.

- Working knowledge of economic/business development strategies, programs, issues and resources;
- Working knowledge of the methods and principles of determining the economic feasibility of local community and business development projects;
- Working knowledge of the functions and relationships between private and public sector groups;
- Working knowledge of occupational fields and occupational requirements including labor market opportunities and trends; and

**Ability to:**

- Plan, organize and promote economic development strategies, programs and related activities;
- Gain and maintain the confidence and cooperation of private and public groups coming together to assist and promote the Tribe's economic vitality;
- Communicate effectively both orally and in writing; and to input, access and analyze data using a computer.

**Minimum Qualifications:**

- Any combination of training and/or experience which would provide the required knowledge and abilities, is qualifying.
- Preferred qualifications include graduation from a four year college in business or public administration, finance, economics, planning or a related field and three years professional experience in economic/business development program administration, community development or related business activity.
- Years of practical experience in the above described employment standards will be considered during the selection process and may be substituted for education preferences.

**Requirements**

Possession of a valid Driver's License and has a reliable vehicle.

Must submit to and pass a criminal background check and drug screen.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

**Please mail resume and cover letter to:**

Human Resources Department  
 Cowlitz Indian Tribe  
 P.O. Box 2547  
 Longview, WA 98632