

## **Job Title: Community Development Coordinator**

### **General Description:**

The Community Development Coordinator plays a pivotal role in fostering positive growth within the community by engaging with stakeholders, organizing events, and facilitating collaboration among diverse groups. This dynamic position involves project coordination, administrative support, and the management of community initiatives. The Coordinator will be responsible for developing and maintaining strong relationships, drafting communication materials, and ensuring effective implementation of projects. With a keen understanding of community needs and a proactive approach, the Community Development Coordinator contributes to the overall well-being and vitality of the community, making a lasting impact on its development and cohesion.

In addition to Community Development related duties, the Community Development Coordinator will be responsible for providing administrative and program support for the Cavalier County Job Development Authority (CCJDA).

CCJDA is a public sector, high-profile organization within the Cavalier County community and is funded with tax dollars. The position requires the individual to take a responsible and professional approach to public relations, keeping the image of the organization, the CCJDA Board of Directors and staff in mind. CCJDA works with both public and private dollars accompanied by confidential information. Consequently, the position requires sensitivity toward that information. All information from within the office will remain there and will not be used by CCJDA personnel for their own private interests.

The position will be paid on an hourly-wage basis as determined by the CCJDA Board of Directors.

The Community Development Coordinator will report directly to the CCJDA Executive Director.

This position carries no supervisory responsibility. In the absence of the Executive Director, the Administrative Assistant will report to the CCJDA Board of Directors Chairperson.

### **Responsibilities:**

#### **Community Engagement:**

- Facilitate and maintain positive relationships with community members, organizations, and stakeholders.
- Plan and organize community events, workshops, and meetings to foster engagement and collaboration.

#### **Administrative Support:**

- Provide administrative assistance to the team by managing schedules, handling correspondence, and organizing meetings.
- Assist in maintaining accurate records, databases, and filing systems. Provide CCJDA phone coverage Mon.-Fri., 8:30 a.m.-4:30 p.m.
- Prepare and maintain meeting notices, agendas, minutes and all other records of CCJDA activity.
- Assemble general information for executive director and board members.
- Maintain open and complete project files.

- Assist in compiling information for economic development projects and proposals at the direction of the Executive Director to include research.
- Maintain current economic development program information materials.
- Coordinate meeting arrangements connected with the CCJDA Program of Work and Cavalier County Strategic Plan.

**Assist Retail & Service Business Development:**

- Maintain communication with local retail and service businesses.
- Conduct surveys as needed.
- Facilitate feasibility and business plan activities

**Project Coordination:**

- Support the planning and execution of community development projects.
- Coordinate project logistics, including budget tracking, resource allocation, and timelines.

**Communication:**

- Draft and edit communication materials such as newsletters, press releases, and social media posts.

**Grant Management:**

- Manage in-house grant programs, including the EMT Training Grant and the Daycare Grant
- Utilize strong writing skills to help prepare grant applications
- Provide assistance in such areas as research, document preparation, budget development, management of invoices and payments and preparation of reports.

**Confidentiality:**

- Adhere to confidentiality rules when working on sensitive and confidential projects.

**Tourism Projects:**

- Demonstrate enthusiasm for working on tourism-related projects.
- Contribute to the development and implementation of initiatives promoting local tourism.

**Meeting Support:**

- Take minutes at meetings, ensuring accurate documentation of discussions and decisions
- Run Zoom
- Project all meeting material to the room and to those attending on zoom

**Digitization:**

- Digitize old files to ensure the organization's information is easily accessible and well-organized.

**Ad Hoc Responsibilities:**

- Undertake other duties as assigned, demonstrating flexibility and a willingness to contribute to various tasks.