

## KAWERAK POSITION DESCRIPTION

DIVISION: Community Services  
DEPARTMENT: Community Planning & Development  
JOB TITLE: Economic Development Specialist  
POSITION STATUS: Regular Full-Time  
EXEMPT STATUS: Non-Exempt  
PAY SCALE GRADE: 12-13-14  
REPORTS TO: CPD Program Director

This position will coordinate and facilitate the development of the Economic Development Assessment Teams (EDAT) priorities and goals of Native Tourism, Walrus Ivory Ban opposition, Arctic Shipping, Marine Transportation, and Community Resiliency, in partnership with the Economic Development Agency, State of Alaska, Federal Agencies, tribes, ANCSA Corporations, municipalities, and economic development organizations.

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Coordinate EDAT related programs, tribal projects, initiatives and enterprises.
2. Provide technical and procedural advice to the Program Director, regional businesses and tribes in the Bering Strait Region in developing local tourism resources.
3. Coordinate with the Katirvik Cultural Center to develop specific tourism goals that Incorporate Alaska Native opportunities.
4. Research, develop and submit grant applications that advance EDAT goals and priorities.
5. Develop, plan, and host a regional tourism meeting.
6. Develop contracts for services and work closely with contractors to advance EDAT goals and priorities as warranted.
7. Attend meetings and events in the region and state-wide, as funds allow, to promote and further the EDAT goals, initiatives and enterprises.
8. Prepare quarterly and annual grant reports on activities and outcomes from all grant related activities.
9. Collaborate with state and federal governments, public representatives, private individuals and organizations and tribal governments to seek and secure resources for EDAT projects.
10. Provide economic development funding availability notices to all qualified entities in the region in a timely manner.
11. Other duties as assigned.

### **QUALIFICATIONS:**

1. Bachelors Degree in Rural Development, Public Administration, Business Management or related field. Work experience in related fields may be substituted for the degree requirement on a year for year basis.
2. Two years experience in community development, project management and/or federal state grant management preferred.
3. Experience in providing technical assistance.
4. Must have strong oral and written communication skills, organizational and budgeting skills.
5. Ability to work effectively with people from a variety of backgrounds.
6. Must be dependable, self-motivated and able to work with minimum supervision.
7. Must possess computer skills in Windows, Microsoft Word, Power Point and Excel, e-mail and Internet usage.
8. Must be willing and able to travel.
9. Prefer knowledge of the Bering Straits Region

**EEOC**

**Approved (3-9-17)**