

Bristol Bay Economic Development Corporation

Job Description



POSITION TITLE: *Economic Development & Brokerage Coordinator*

POSITION DESCRIPTION:

This position assists in the implementation of BBEDC's economic development and permit brokerage programs by performing community outreach, compiling information and statistics, processing program applications, maintaining organization of program material, and providing information and assistance to the public.

QUALIFICATIONS:

- High School Graduate or GED with 5 years of progressive office place experience required.
- Bachelor's degree in Business Administration, Public Administration, Fisheries, Economic Development, or related fields preferred. Work experience may be substituted for education.
- Knowledge of Bristol Bay, its people, culture, and economy is required.
- Familiarity with the Bristol Bay limited entry permit program.
- Familiarity with local government organizations including municipal and tribal.
- Familiarity with loans and grants, as an applicant and/or agency reviewer.
- Experience in the use of computer software for word processing and spreadsheets.
- Three or more years of work experience in an office setting and familiarity with office procedures.
- Familiarity and/or experience with the delivery of program services and application process.
- Must be willing to travel occasionally using commercial airline as well as small air taxi, including overnight trips.
- Ability to work with the public in a group and/or a one-on-one basis in a pleasant businesslike manner.
- Ability to read and understand reasonably complicated material such as state or federal application forms, loan documents, reports and correspondence.

DUTIES AND RESPONSIBILITIES

- Works under the direction of the Economic Development and Brokerage Director.
- Assists individuals and community representatives with applications, forms, and access to other information related to the BBEDC Economic Development and Brokerage programs.
- Prepares correspondence and assists in the preparation of reports and database information as needed.
- Assists in coordinating service delivery to clients which may include working with consultants and cooperating agencies.
- Assists with research, compilation, and organization of program material.
- Assists with outreach and public information efforts, including presentations to a variety of audiences throughout the region, and direct inquiries to appropriate programs.
- Maintains strict confidentiality of all corporate and client information.
- Other duties as assigned.

REPORTS TO: Economic Development and Brokerage Director

SALARY RANGE: \$28.50 - \$31.25/hr. DOE

DUTY STATION: Dillingham