

**BRISTOL BAY NATIVE ASSOCIATION
PROJECT POSITION DESCRIPTION**

**POSITION TITLE: Coordinator; Economic Development Recovery
PROJECT POSITION – 6/30/2022**

OBJECTIVE: BBNA's Economic Development Program is adding this project position to coordinate the identification of regional community pandemic related needs and maximize communities' access to available funding sources. The Recovery Coordinator will also serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects. Services will be provided to small businesses, Tribal communities, and local governments across the Bristol Bay region.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. High School Diploma or equivalent. Three years office experience, preferably with similar duties. Computer proficient using Word processing and Excel spreadsheet applications. Must enjoy reaching out and be able to communicate effectively with people across a variety of differing backgrounds and cultures. Strong organizational, writing and reading skills. Willing to develop skills related to the project's range of activities. Must be able to follow supervisor directives paying close attention to detail and with minimal supervision. Ability to independently track multiple tasks and provide follow-through to meet timelines and funding requirements. Familiarity with the Bristol Bay area, people and cultures is important. Willing and able to travel throughout the region, if needed. Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

ESSENTIAL JOB RESULTS

Achieve program goals

by

- Developing a basic understanding of the project funding source, regulations, functions, policies & procedures.
- Assisting local, state, and federally led coronavirus economic recovery planning efforts among the most highly impacted communities.
- Helping to identify economic development grant-eligible projects which have potential to be funded through state and federal resources.
- Coordinating resources to help impacted communities take full advantage of available funding opportunities.
- Identifying and fostering private and non-profit partnership opportunities.
- Serving as a liaison between local, state, and federal partners in order to speed the recovery process to Bristol Bay Communities.
- Assisting Bristol Bay communities and businesses through outreach and technical assistance with coronavirus related impacts.
- Assisting the Economic Development Program Manager with related planning and facilitation.
- Coordinating technical assistance and capacity building opportunities for Bristol Bay organizations, local businesses, and other local stakeholders impacted by coronavirus.

Keeps Management Informed

by

- Communicating frequently with Supervisor.
- Keeping relevant statistics.
- Preparing a monthly activity report.

Protect program integrity and client privacy

by

- Abiding by BBNA’s policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

Travel in and out of region

by

- Scheduling well planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

DUTY STATION: Dillingham FRC Building

SALARY: \$23.90/hr \$46,605/yr

REPORTS TO: Economic Development Program Manager

_____ Employee Acknowledgement	_____ Date
_____ Supervisor	_____ Date
_____ Human Resources Director	_____ Date
_____ President / Chief Executive Officer	_____ Date