

# Community Development Specialist

## Clearwater Economic Development Association

*CEDA is a non-profit corporation based in Lewiston, ID that promotes and assists economic and community development and fosters a stable and diversified economy within Clearwater, Latah, Lewis, Idaho, and Nez Perce Counties.*



### Responsibilities

The Community Development Specialist is responsible for assisting North Central Idaho communities and people to improve livability and prosperity. This position works as part of the CEDA team, developing, managing, and administering community and regional projects. The work CEDA does makes a visible difference across our region.

This position offers the opportunity to develop and implement skills in community and agency outreach, planning coordination, research and analysis, project development, project budgeting and finance, grant writing, grant administration, and project management in a dynamic team environment working with a variety of agencies and resources across the region.

### Essential Job Functions

1. **Relationship Building:** Develop and sustain relationships with funding agencies, local government officials and staff, private sector businesses, and community groups or alliances to identify project needs or opportunities, develop solution options, organize, and manage planning groups, and identify and solicit the help of experts needed for project development and implementation.
2. **Project Development:** Work with clients and stakeholders to conceptualize a project idea, develop goals and funding resources, and coordinate activities for successful project development.
3. **Grant Writing:** Organize and develop projects for funding applications, such as Idaho Community Development Block Grant. Ensure project elements are completed and in place for grant applications.
4. **Grant Administration:** Successfully perform activities related to grant compliance. Analyze problems and develop forms to support data management and project monitoring. Coordinate with grantors to clarify program regulations and ensure program compliance. Review and monitor budgets, payment requests, and fiscal reports on assigned projects and prepare program reports. Provide technical assistance in interpretation of regulations, rules, and policies, prepare program reports.
5. **Workforce and Economic Development Assistance:** assisting in event planning and workshops for CEDA activities and programs including regional career fairs, workforce development events, and programs and trainings.

## Qualifications

- Bachelor's degree in management, business, planning, political science, or a related field. Relevant work experience or transferrable skills may be substituted for required education;
- Valid Driver's license and a personal vehicle that can be used (with mileage reimbursement) to meet job-related transportation needs;
- Ability and willingness to travel to meetings, workshops, trainings, and conferences.

## Required Knowledge/Skills/Abilities

- Effectively communicate verbally and in writing
- Work independently, organize and manage multiple project priorities, and meet deadlines
- Develop and deliver effective public presentations
- Work constructively and respectfully with diverse opinions and competing interests to build consensus
- Ability to develop knowledge of public and other funding resources that support community-based projects
- Working knowledge of personal computer and software applications primarily Microsoft Office (minimally Word and Excel, preferably Publisher, Outlook, and PowerPoint);
- Work effectively as a team member
- Ability to obtain and maintain Idaho Community Development Block Grant administrator certification (training provided)

## Salary and Benefits

\$45,000 to \$55,000 DOE. Wage is paid hourly within this range. CEDA offers a full compensation package including medical, dental, vision, paid time off, and employer-matched 401k retirement plan. Position is Monday through Friday, some night and out of town meetings required, with mileage reimbursed.

## HOW TO APPLY

Applications accepted through the CEDA website: [www.clearwater-eda.org](http://www.clearwater-eda.org).

You must provide **Resume, Cover Letter, and Three (3) work-related references**. Job will be open until filled with applications reviewed upon receipt.

The closing deadline is December 31, 2021, by 5:00 pm. CEDA is an EEO Employer