



## JOB ANNOUNCEMENT

# Economic Development Program Coordinator (Part-Time)

Public Relations & Outreach Division

The Economic Development Program /Coordinator is part of ACOG's Public Relations and Outreach Division.

### **CLASSIFICATION and SALARY RANGE**

Special Programs Officer I; Salary Range \$19.87 - \$33.99 per hour

### **ECONOMIC DEVELOPMENT DISTRICT PROGRAM COORDINATOR**

The ACOG region is designated as an economic development district by the US Department of Commerce under the Economic Development Administration. The district area includes the four counties of Central Oklahoma, Canadian, Cleveland, Logan and Oklahoma. As an EDD we are required to maintain and develop a CEDS (Comprehensive Economic Development Strategy) as a quasi-project list of prospective developments in the district, and to constantly monitor, add to or delete projects as appropriate with the assistance from an advisory committee.

### **MAJOR RESPONSIBILITIES**

- The program coordinator helps plan, organize, monitor, manage and evaluate the region's economic development project activities and the preservation of the CEDS.
- Responsibilities include: coordinating, and implementing the grant application process for viable programs and projects that support the priorities of EDA which advance infrastructure and commercial and office and industrial development projects; workforce development; development of public facilities and infrastructure; and/or other economic development, redevelopment, or capital improvement programs or projects.
- Prepare monthly general status reports (GSR), for EDD projects and activities to discuss with Division Director. Report should include open awards and status with grant deadlines, timelines. List prospect applications with recommendations and actions needed. Report should contain an outline of visits to members or others related to EDD and tasks during the month, including

meetings and site visits. Report on progress of CEDS work plan activities. Report on progress of CEDS draft update.

- Manage and schedule meetings of CEDS advisory committee at appropriate intervals to update the committee on events, projects awarded and any amendments to the CEDS.
- Develop a disaster resilience component for ACOG CEDS.
- Initiate the adopted CEDS work plan and develop an updated annual timeline of tasks to be completed, to whom each task is assigned and date to be completed.

#### **QUALIFICATIONS**

- Bachelor's degree in public administration, business administration, political science or related field
- 5-7 years experience in grants accounting, grants management, business or public administration, etc.
- Proficient in Office 365 Products such as Microsoft Word, Excel, etc.
- Experience completing online grant applications
- Experience creating agendas, minutes and reports
- Understanding of government vs. non-government sources
- Ability to conduct secondary research
- Ability to meet deadlines
- Ability to work in a team environment
- Ability to monitor and track grant projects
- Ability to serve elected and appointed officials
- Ability to coordinate quarterly meetings
- Loyalty, positivity, patience and diplomacy

#### **MARGINAL JOB FUNCTIONS**

None

#### **SUPERVISORY RESPONSIBILITIES**

No supervisory responsibilities

#### **INTERACTIONS**

ACOG staff on an as needed basis. Frequent contact with elected officials, other agency officials and the public.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently walks; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; climbs or balances; and stoops, crouches, and kneels.
- Occasionally lifts and/or moves objects up to 50 pounds.
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily indoors with occasional local travel required.  
Irregular hours of work may occasionally be required.

### JOB LOCATION

This job will be performed primarily at the Association's offices, 4201 N. Lincoln Boulevard, Oklahoma City, Oklahoma 73104

### HOW TO APPLY

Send resume and application to:

John G. Johnson  
Executive Director  
Association of Central Oklahoma Governments  
21 E. Main Street, Suite 100  
Oklahoma City, Oklahoma 73104  
or email [jgjohnson@acogok.org](mailto:jgjohnson@acogok.org)

### HELPFUL LINKS

[APPLICATION](#)

[ABOUT ACOG](#)

[PROFILES of CENTRAL OKLAHOMA COMMUNITIES](#)  
[GREATER OKLAHOMA CITY REGIONAL PARTNERSHIP](#)

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