HSU Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Regional Plan Organizer

Project Name: ADV Initiatives Research Trust (T8093)

Supervisor: Connie Stewart, Executive Director of Initiatives

Hours: Full Time (40 hours/week) Non-Exempt, 12-month position.

Wage: Salary is commensurate with education and experience. This position offers a competitive benefits package including group health, dental, and vision. Retirement eligible after one year.

Position Summary: Under general supervision of the Executive Director of Initiatives, the Workforce Development Specialist—Regional Plan Organizer plans, coordinates, monitors, and provides for the implementation of the economic development programs and activities; performs administrative and analytical work related to coordination of public and private economic development resources leading to the enhancement of employment opportunities, and performs related work as assigned.

This position performs the data collection, statistical analysis, program design, and planning coordination, as well as implementation and monitoring of activities for projects and programs.

Essential functions of the job:

- Assists in planning and developing economic development projects and/or programs.
- Recommends analytical techniques for data collection, gathers data; analyzes and interprets data; prepares reports and makes recommendations.
- Assesses community infrastructure, housing and economic needs.
- Identifies sources of funding; works with federal, state and local agencies to secure funding for submitted projects; prepares grant applications and follows specified timelines and procedures to secure funding.
- Administers and approves expenditure of funds.
- Interprets state, federal and local regulations in relation to programs and projects and ensures compliance with them.
- Develops program policies and procedures.
- Develops annual and multi-year economic development plans.
- Assists in planning, developing and organizing local community members, organizations, and governmental agencies to support economic development programs and projects.
- Assists public agencies and the private sector in identifying resources to contribute toward local economic development.
- Prepares periodic and special narrative reports of program activities; prepares statistical and financial reports.
· Renders presentations to community groups and public and private agencies regarding County economic development strategies and activities.
· Designs marketing materials; writes press releases and coordinates with local media.
· Represents the community at various local, state and regional economic development meetings and conferences.
· Partners and prepares oral and written reports for the County’s Workforce Investment Board.

**Required Knowledge, Skills, and Abilities:**

· Needs assessment techniques, grantsmanship, and budget development.
· Principles, practices and methods used in economic development planning and budgetary analysis.
· State, federal, and local laws and regulations relating to economic development.
· Sources of funding for economic development, redevelopment and community development projects, programs and activities.
· Business computer applications, particularly as relating to statistical analysis.
· Principles and practices of budget development and analysis.
· Current trends in the field of economic development and workforce development.
· The Workforce Investment Act.
· Collecting, evaluating, and interpreting information and data.
· Preparing applications for funding.
· Preparing comprehensive reports, correspondence and other written materials.
· Interpreting laws, regulations, policies and procedures.
· Representing the County effectively in meetings with other agencies, community groups, and the public.
· Exercising sound judgment within established policy guidelines.
· Coordinating multiple projects and meeting critical deadlines.
· Maintaining accurate files and records.
· Establishing and maintaining effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

· Must possess a valid California driver's license.
· *Education:* Equivalent to graduation from a four-year college or university with major coursework in planning, public or business administration, community development or a closely related field
· *Experience:* Must have minimum 2 years of professional experience in community or economic development or a related field.
· *Abilities:* Must have the ability to communicate successfully both verbally and in writing and to work collaboratively as a team member.

**Physical Demands:** While performing this role, the employee will be regularly required to sit, walk, and stand; talk and hear, both in person and by telephone; and use hands repetitively to operate standard office equipment; and occasionally required to lift up to 25 pounds. Specific
vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. 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. Position requires some overnight travel.

**Application Instructions:** To apply submit 1) a resume, 2) cover letter, 3) three professional references along with 4) the [HSU SPF Employee Information Form for Applicants](mailto:connie.stewart@humboldt.edu) to connie.stewart@humboldt.edu

If you have any questions regarding this position, please email Connie Stewart at connie.stewart@humboldt.edu

**Application Deadline:** Initial review begins **August 9, 2021**; position will remain open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found [here](mailto:here).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](mailto:here) or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.