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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

## **Job Announcement:** Economic Disaster Recovery Coordinator/Administration Assistant

**Organization Description:** Southeast Conference is the State of Alaska Regional Development Organization (ARDOR) and the federally recognized Economic Development District providing economic planning and technical assistance to communities and small business owners in Southeast Alaska. Through these designations, it is the responsibility of Southeast Conference to provide the economic development strategy for the region. An updated strategy is created every five years and reported on annually. Our mission is to support activities that promote strong economies, healthy communities, and a quality environment in the region.

Established in 1958, Southeast Conference continues to serve the region, working collaboratively with municipal, Tribal, and business leaders through an inclusive process. Through our membership network and our committee process we support local projects that will benefit the region and regional projects that will benefit the local communities. Our work has been focused on regional transportation policy and infrastructure; sustainable affordable energy for all Southeast Communities; growth of our marine supply and support industry; support for our mariculture, fishing, and fish processing industry; tourism, natural resource industries, sustainable food security; and workforce development. We have a 13-member, Board of Directors and more than a 200-membership roster of organizations and individuals that populate our many committees.

Southeast Alaska has suffered severe economic setbacks due to the Covid-19 pandemic, historic failure in the fisheries industry followed by a natural disaster in the region. Southeast Conference seeks a talented and dynamic Economic Disaster Recovery Coordinator (EDRC) to facilitate regional economic recovery and resiliency planning efforts in the EDA-designated Economic Development District. The EDR Coordinator will assist the SEC team in a regional planning effort to respond to the economic impact of the coronavirus pandemic, with primary responsibility for resulting program development and implementation for regional priorities, including but not limited to biomass and mariculture.

**Job Description:** The Economic Disaster Recovery Coordinator (EDRC) will assist the Executive Director while working with municipal, tribal, and community leaders to facilitate these sector resiliency plans (seafood/maritime, tourism, transportation, energy, mining, timber, health care, economic development, and solid waste) to be successful and adopted on a regional level, and work with our federal delegation and statewide leaders to ensure these plans can work within the larger framework of our state and nation. The EDRC will serve the Southeast communities and local governments and serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in the disaster-impacted areas. Some travel will be required.

The Economic Disaster Recovery Coordinator will assist in coordinating the region's response to the economic impacts of the COVID-19 pandemic and strengthening its economic resilience to future economic downturns and natural disasters. Specific objectives will include but not be limited to the following:



**Responsibilities:**

- Assist in the development and implementation of an updated CEDS to include economic recovery and resilience plans.
- Serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in disaster-impacted areas. Facilitate technical assistance as needed.
- Design a communications plan with implementation strategy, including development and design of outreach materials, media posts and short stories used to further the Southeast Conference mission and provide public information on recovery and resiliency planning activities to SEC membership.
- Facilitate collaborative partnerships between local governments, non-profit organizations, philanthropic entities, higher education institutions, and the private sector
- Work as a liaison between local governments, nonprofit organizations, and State and Federal agencies, including the EDA, to help identify and acquire funding resources.
- Assist with virtual program development, capacity building and workshops as needed.
- Program and Public Policy review and strategy initiatives
- Prepare progress and fiscal reports, as required by the EDA and other programs.

**Non-EDRC Responsibilities:**

- Provide support to the SEC Biomass Coordinator
- Coordinate the activities of the Alaska Wood Energy Development Task Group
- In collaboration with AEA and US Forest Service, identify and contact key stakeholders for participation in the Woody Biomass Task Group and manage the Memorandum of Understanding between stakeholders.
- Coordinate with AEA Biomass Project Managers and project proponents on planning and project development and provide logistical support.
- Assist AEA in providing technical assistance and project management for biomass projects in Alaska, including, but not limited to projects currently in Craig, Fort Yukon, Tazlina, Southeast Island School District, Kake, Yakutat, Tlingit and Metlakatla.
- Provide support to regional and statewide conferences such as the Alaska Wood Energy Task Group's statewide biomass conference and other educational forums or tours as needed.
- Other tasks as listed in the Biomass Coordinator job description.

**Qualifications:***Required Education/Skills/Knowledge:*

- Bachelor's degree or relevant work experience
- Experience with communications, policy and program development
- Strong communication skills (written and oral)
- Strong ability to work as a productive team member
- Strong personal passion for Southeast Conference's mission

*Preferred Education/Skills/Knowledge:*

- Experience with grant writing
- Experience or training in working with small business owners and entrepreneurs
- Experience using Office suite
- Experience with economic development and emergency planning
- Knowledge of Southeast Alaska's communities



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This is a two-year, grant-funded position that can be extended based on continued funding support. Southeast Conference offers the option of a balanced onsite/offsite workplace and has a Covid-19 workplace policy that follows all local and state mandates.

**Application Materials:**

- Cover letter
- Resume
- Contact information for three or more professional references

**Submit materials to:** [robert@seconference.org](mailto:robert@seconference.org)

**Contact Information:** Applications will be accepted until the position is filled.

**Contact Information:**

Robert Venables, Executive Director  
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