

Job Description

Economic Development Coordinator/Small Business Advisor

**Application Deadline:**

This is a full-time position (32 hrs.) with benefits. Full job description and applications are available on line at www.northcentralplanningcouncil.com or at North Central Planning Council at 417 5th St NE, Devils Lake, ND or call 701-662-8131. Application, cover letter and resume must be submitted to Sandy Shively, Executive Director at the NCPC office or emailed to sandyncpc@gondtc.com by Wednesday, January 31, 2018. NCPC is an Equal Opportunity Employer.

About the Organization:

North Central Planning Council is the North Dakota Planning Region III and provides community planning, economic development, and grant management services to the governments and their people in Benson, Eddy, Cavalier, Ramsey, Rolette and Towner Counties. The council manages an internal loan program and fiscally manages a number of state and federal development and financial programs. NCPC is also a Small Business Development Center under the North Dakota Small Business Development Centers.

Position Description:

Position Title: Economic Development Coordinator/Small Business Advisor
Reports to: Sandy Shively, Executive Director
Starting wage: \$18.00 per hour
Probationary Period: 3 months
Mileage reimbursement – must use own vehicle.

This position is tasked with providing business development assistance to small business clients and working with the development activities of the Council. This position is located in Devils Lake with some travel throughout the six-county region and state.

Examples of Duties:

- Schedule and meet with small business clients to provide advisement on business development activities. This could include state and federal registrations, business plan development, financial projections, and identify funding opportunities.
- Assist clients in a timely manner to keep projects moving.
- Utilize specific online programs and software programs for business plan development, financial projection development and business development.
- Create well prepared, well written monthly and quarterly reports.
- Attend monthly network staff meetings and quarterly network meetings (some overnight travel is required).

- Provide technical assistance to contract economic development groups to organize meetings, create agendas, take minutes, update loan portfolios, prepare loan documents, prepare and present reports.
- Attend trainings as required, could include travel to a national conference (overnight travel required).
- Attend economic development workshops (some overnight travel required).
- Provide weekly schedule, monthly timesheet and reports for the Board of Directors.

Skillset Required:

- Bachelor's degree in economics, business administration, finance, or public administration. Minimum of 4 years related work experience may be substituted based on evaluation.
- Strong working knowledge of Microsoft Office including Outlook, Word, Excel and PowerPoint. Ability to adapt to new technologies quickly and willingness to learn.
- Must be personable, friendly, professional, ethical, and highly responsive.
- Good working knowledge of the internet, and well versed in social media and its applicable uses for business promotion and client communication.
- Preferred to have knowledge of economic development and small business development.
- Knowledge in the creation and interpretation of business plans, financial plans, financial projections and loan procedures.
- Must have the ability to read, interpret and create financial statements.
- Must have excellent written and verbal skills.
- Must be able to work independently.
- Must be able to progress on multiple projects at the same time.
- Must be results oriented.

The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

Benefits Package:

- Health, Dental and Vision insurance policy for employee only, family can be added at the employee's expense.
- Paid Time Off (sick leave and vacation combined) earned at starting rate of 16 hours per month.
- Federal holidays – 11 paid annually.
- Retirement - 5% matching.