

NORTH CENTRAL PA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

Position Profile

Title:	Community Development Coordinator	Date:	September 2023
Reports to:	Director of Community Development and Regional Planning	Incumbent:	
Approved by:	_____ Supervisor	Date:	_____
Incumbent Signature:	_____	Date:	_____

OBJECTIVE:

To support regional community and economic recovery and resiliency planning activities throughout the six-county region as well as writing, submitting and managing grant proposals and implementing projects consistent with the regional CEDS. This position will focus on communities and small business development and require liaising between private entities, local governments, non-profits and state and federal agencies.

RESPONSIBILITIES

The essential functions of the job include but are not limited to the following:

A. Community Development and Economic Resiliency Planning - CEDS

1. Ensure consistency of regional plans and projects that are in line with the North Central's Comprehensive Economic Development Strategy (CEDS)
2. Assist in local, state, and federally led recovery and resiliency planning efforts among the most highly impacted communities.
3. Serve as a liaison to identify and implement potential resiliency, mitigation and/or economic recovery projects consistent with the regional CEDS
4. Facilitate the implementation of locally generated disaster recovery economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plans
5. Assist local governments and community groups by providing expertise in identifying resources, demographic information and managing projects.
6. Collaborate and work as a liaison between local governments and public-private nonprofit organizations, philanthropic entities, higher education institutions to help identify and acquire grant resources; Write high-quality grant proposal narratives, applications, and supporting documents

B. Regional Greenways Coordination

1. Apply for and administer DCNR Partnership grant for the North Central region.
2. Develop sub grantee applications, guidelines, and review criteria for NCGIG rounds.
3. Solicit mini-grant applications, oversees selection process and draft contractual documentation.

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4. Responsible for all project management activities including authorizing reimbursement requests, performing inspections, managing budgets, DCNR reporting and maintaining Greenways website.
 5. Ensure Greenways Projects are consistent with the current Greenways/Active Transportation Plan
- C. Federal Opportunity Zones, PA's Keystone Opportunity Zone (KOZ) Program and Keystone Innovation Zone (KIZ) Coordinator
1. Review and processes qualified business and property owner applications
 2. Coordinates local approval through assessment and tax offices
 3. Pursue development within local Federal Opportunity Zones and work with partners to maintain implementation guide
 4. Maintains database of KOZ parcels and associated information
 5. Provides DCED with approval forms, parcel ID's, exit dates, site coordinates, designations, and extension statuses
 6. Promotes KOZ locations to potential investors and businesses
 7. Endorses eligible for-profit businesses through DCED reporting practices. Ensures applicants complete quarterly tax credit compliance forms. Administers KIZ Coordinator Certificates by performing mandated site visits
 8. Maintains Sales Force KIZ account impact measures and reports.
- D. Redevelopment Assistance Capital Program (RACP)
1. Support Communities and business with assistance in the preparation of applications
 2. As the grantee, be responsible for fully executing a successful Redevelopment Assistance Capital Program project
 3. Ensure compliance with any or all federal, state, and local requirements
 4. Grantees must execute an RACP Grant Agreement and return the agreement to the Office of Budget (OB) within 20 days of the date of the grant agreement transmittal from OB
 5. Administer the RACP grant to ensure satisfaction of terms and conditions of the Grant Agreement
 6. Aid in the processing of documentation and expediting the application through the Office of the Budget
 7. Responsible for the receipt, management and disbursement of eligible project expenses in accordance with the grant agreement and as approved by the Office of the Budget. Submit a request for payment and apply for periodic project payments to cover a portion of paid eligible and reimbursable project expenses.

REPORTS PREPARED:

Various reports may be requested such as but not limited to monthly progress, financial, project profiles and annual program reports

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INTERFACE:

Internal - Must interface positively with other North Central staff and departments to promote the vision and mission of the commission

External - Must maintain positive rapport with county planning, municipal officials, partnering agency staff, State and Federal department liaisons, elected officials and general public.

QUALIFICATIONS:

Education - 4-year degree preferred in Business, Public Administration, Communications, English, Journalism, or Geography

Experience - 1 to 3 years' experience in the management and development of Community development activities with grant writing expertise

SPECIAL REQUIREMENTS:

- Excellent written communication skills
- Excellent organizational skills
- Strong speaking and presentation skills
- Skilled in project management and facilitation
- Must have good judgment
- Must be able to network and collaborate on a high level
- Vision and hearing correctible to within normal range
- Valid driver's license with reliable transportation
- Sitting 80%; walking/standing 20%.

EQUIPMENT UTILIZED:

- Proficient with MS Office 365 to include Word, PowerPoint and Excel
- Personal computer and printer
- Office equipment, i.e., telephone, copier, fax
- Presentation equipment, i.e., LCD projects
- Most Apple and Android Smart Devices

POSITION DIMENSIONS:

Number of employees supervised directly: 0

Note: The North Central PA Regional Planning and Development Commission retains the right to modify this position profile at any time.