

Bristol Bay Economic Development Corporation Job Description



Position Title: Economic Development & Brokerage Coordinator

Position Description:

This position assists in the implementation of BBEDC's economic development and permit brokerage programs by performing community outreach, compiling information and statistics, processing program applications, maintaining organization of program material and providing information and assistance to the public.

Qualifications:

- ❑ High School Diploma or GED required.
- ❑ Knowledge of Bristol Bay, its people, culture and economy is required.
- ❑ Familiarity with the Bristol Bay limited entry permit program.
- ❑ Some familiarity with loans, grants and other application processes preferred.
- ❑ Experience in use of computer software for word processing and spreadsheets.
- ❑ Three or more years work experience in office setting and familiarity with office procedures.
- ❑ Familiarity and/or experience with the delivery of program services.
- ❑ Must be willing to travel occasionally using commercial airline as well as small air taxi, including overnight trips.
- ❑ Ability to work with the public in a group and/or a one-on-one basis in a pleasant businesslike manner.
- ❑ Ability to read and understand reasonably complicated material such as state or federal application forms, loan documents, reports and correspondence.

Duties & Responsibilities

- ❑ Works under the direction of the Economic Development and Brokerage Director.
- ❑ Assists individuals and community representatives with applications, forms and access to other information related to the BBEDC Economic Development and Brokerage programs.
- ❑ Prepares correspondence and assist in preparation of reports and data base information as needed.
- ❑ Assists in coordinating service delivery to clients which may include working with consultants and cooperating agencies.
- ❑ Assists with research, compilation and organization of program material.
- ❑ Assists with outreach and public information efforts, including presentations to a variety of audiences throughout the region, and direct inquiries to appropriate programs.
- ❑ Maintains strict confidentiality of all corporate and client information.
- ❑ Other duties as assigned.

Reports To: Economic Development and Brokerage Director

Salary Range: \$23.00-\$25.50/hr. DOE

Duty Station: Dillingham