

New River Valley Regional Commission – Economic Recovery Planner

Are you interested in an important role that will support economic recovery across Virginia's New River Valley as a result of COVID-19? The New River Valley Regional Commission, a planning agency located in beautiful southwest Virginia, is seeking a team-oriented and experienced economic development planner. This new position (full-time, temporary) will play an important role in leading the development of an economic recovery plan for the region in collaboration with partner organizations. The position will also directly support development of business recovery projects identified through the planning process.

The successful candidate will enjoy working collaboratively with a multidisciplinary team that includes professionals in workforce development, business and talent attraction, infrastructure, and community development. The Economic Recovery Planner will join a team of community and economic development planners, grant writers, finance professionals, and GIS specialists at the Commission.

This full-time temporary position (2-years funded) will lead and contribute to various projects in an environment where continued professional growth is encouraged and expected. Experience in planning, public administration, business, or other relevant field is desired. Minimum requirements include a BA/BS with three years of relevant experience. Hiring range is \$45K-\$60K, DOQ, with an excellent benefits package. The Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format by 5:00 pm on July 24, 2020. Materials should be emailed to Elijah Sharp, Deputy Executive Director, at esharp@nrvrc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Full position advertisement and application for employment can be found at www.nrvrc.org/employmentopportunities.



JOB DESCRIPTION: Economic Recovery Project Manager

General Statement of Duties

The Economic Recovery Project Manager is expected to possess in-depth knowledge within one or more planning specialties, such as: economic development, comprehensive planning, transportation planning, community development, public health, housing or environmental planning. In addition, be skilled at coordinating and facilitating collaborative meetings, public speaking, professional and technical writing, and have excellent communication skills. The Economic Recovery Project Manager will both lead and support projects in a fast-paced team environment.

Essential Functions

- Oversees grant administration of multiple projects, aligns and deploys resources, promotes community awareness of programs, and works closely with regional partners;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Develops strategies that are consistent with local goals;
- Evaluates problems, issues, and opportunities;
- Coordinates regional partners on a regular basis to deliver results for annual projects;
- Responsible for initiating and leading planning studies, publications, and facilitating meetings;
- Works closely with the New River Health District, New River/Mount Rogers Workforce Development Board, and Onward NRV among other collaborators.
- Attends evening meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in public administration, public health, planning, and/or public relations. Well-developed knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed. Strong project management ability demonstrated.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of three years of relevant experience or a Master's Degree and a minimum of one year of experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.