



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

## Community Development Specialist/ Community Coach

**Position Introduction** The Community Development Specialist advances our region and local communities by building community capacity in developing and executing action plans, providing community/economic development expertise and services to our local communities, and helping to coordinate activities associated with *Envision East Central Iowa*. This position reports to the Executive Director. Successful candidates will model ECICOG’s core values of service, flexibility, teamwork, “can-do” spirit, and love for our communities and region.

### Responsibilities

- Serve as community coach for *Hometown Pride Program* through Keep Iowa Beautiful.
  - Coordinate monthly Hometown Pride committee meetings for participating communities.
  - Assist Hometown Pride communities with developing action plans.
  - Coach community members to help them execute their action plans.
  - Write grants related to community action plans.
  - Publicize committee activities and successes.
  - Meet training and reporting requirements established for the Hometown Pride program.
  
- Coordinate work related to *Envision East Central Iowa* (our region’s comprehensive Economic Development Strategy).
  - Build regional relationships with key community and economic development stakeholders.
  - Conduct research on region economic development issues. Track and monitor data relevant to the CEDS.
  - Provide support to the steering committee and action teams. Assist with organizing meetings and monitoring progress relative to the CEDS and other Committee initiatives.
  - Update Envision East Central Iowa website and assist with related communication initiatives.
  
- Write and administer community/economic development-related grants.
  - Write grant narratives and prepares grant packages.
  - Track grant progress and submits for requests for reimbursement.
  - Maintain grant records.
  
- Provide technical assistance to local communities.
  - Consult with communities on community/economic development-related issues.
  - Assist with local community/economic development action plans or studies. Conduct needs assessments. Based on input and research, develop reports, policies or other tools and assist local staff or officials with implementation.
  
- Support ECICOG’s reputation as a regional leader.

- Works to continuously improve ECICOG’s reputation, services and deliverables. Understands that doing relevant, high quality work and generating revenue are both important to sustaining the organization.
- Stays current on planning and economic development issues. Looks for opportunities to broaden skill set.
- Shares technical expertise with other team members within organization. May provide work direction to less experienced staff.

**Knowledge and Skills**

- Excellent interpersonal skills for facilitating relationships with elected/appointed officials and other community stakeholders. Comfortable making public presentations.
- Experience using group facilitation skills and supporting the work of volunteer committees/groups.
- Knowledge of federal and state community/economic development programs.
- Excellent written and oral communication skills. Able to translate complex information into a format readily understood by the public.
- Creative problem-solving skills to gather relevant information to solve less well- defined community/economic development challenges.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects efficiently and effectively.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, GIS and other data sources.
- Experience writing and administering grants preferred.
- Position requires evening and weekend meetings

**Minimum Qualifications**

The Community Development Specialist position requires a degree in planning, economic development or public administration/policy or related field and a minimum of 3 years of related professional experience. Additional years of experience may be considered in lieu of a degree.