

Full Job Description:

Community Development Coordinator

Status: Full-Time/Salaried

Current Salary Range: \$32,000 to \$58,000

Reporting Responsibility: This position reports to the Director of Planning

Location: Accomac, Virginia

Review of applications will begin **September 3, 2019** and continue until filled. WWW.A-NPDC.ORG



The Accomack-Northampton Planning District Commission (A-NPDC), a regional non-profit organization based in Accomac, Virginia, seeks a motivated person to provide project management for various state and federal construction and planning activities. With the A-NPDC's fast-growing diversity of programs, this is an exciting opportunity for a creative and driven professional to gain experience and have their efforts make a positive impact on the communities of the Eastern Shore of Virginia.

About the A-NPDC:

The A-NPDC has been the Eastern Shore of Virginia's regional planning organization since 1970. Created by the Commonwealth of Virginia, the County of Accomack and the County of Northampton and joined by the Town of Chincoteague, the A-NPDC is tasked with supporting local planning and community development efforts and providing technical assistance on behalf of the Commonwealth. The A-NPDC focuses on issues of regional importance by working with local, state, and federal governments.

The Commonwealth of Virginia is divided into 21 planning districts based on communities of interest among its counties, cities and towns. The purpose of planning districts as described in the Code of Virginia is to:

- Encourage and facilitate local government cooperation and state-local cooperation in addressing problems of greater than local significance;
- Facilitate the recognition and analysis of regional opportunities; and
- Promote the orderly and efficient development of the physical, social and economic elements of the district by assisting localities plan for the future.

The primary mission of the A-NPDC is to respond to local government requests for assistance in planning for and managing growth in the region. This includes:

- Helping local governments develop policies, plans and regulations to manage growth and development;
- Helping local governments develop affordable housing and healthy communities;
- Helping local governments with the protection and wise use of natural resources;
- Bringing emerging issues of regional importance to the attention of local government;
- Facilitating problem solving by convening appropriate stakeholders and identifying sources of funding;
- Assisting with outreach to local citizens on issues of regional and local concern;
- Providing technical assistance on specific planning activities as requested by localities; and
- Helping to implement regional plans and administer regional programs at the request of the localities.

Every PDC in the Commonwealth is a unique expression of its region. For the Eastern Shore of Virginia (ESVA), the A-NPDC has been tasked with improving housing quality, seeking, financing and building community development projects and providing structure to regional coastal protection goals such as the Accomack-Northampton Economic Development Committee, ESVA Ground Water Committee, ESVA Climate Adaptation Working Group, ESVA Hazard Mitigation Committee, ESVA Regional Navigable Waterways Committee, and ESVA GreenWorks Committee.

Job Description:

The position of Community Development Coordinator is classified as a technical position that focuses on implementing community development projects with an emphasis on water quality, coastal resilience, and economic revitalization. This individual will be a motivated and creative thinker who plans and implements a variety of construction and planning initiatives. This individual will collaborate with and support the activities of the Director of Planning, the Executive Director, the Director of Housing Development, and the Planning District Commission.

Specific Responsibilities:

The Community Development Coordinator will be responsible for the administration of, management of, and reporting on a variety of community development projects including construction of water quality best management practices, dredging and beneficial use of dredged material projects, implementation of downtown revitalization activities, among others. In addition to carrying out the activities included within the mission of the A-NPDC described above, the Community Development Coordinator will:

- Under general direction pursue planning initiatives that involve coordination among a wide variety of jurisdictions, state and federal agencies, and other stakeholders;
- Perform project management and financial administration work related to funding strategies, preparation of federal and state grant applications and tracking of project progress and funding expenditures;
- Manage all aspects of grant-funded projects which includes regular communications with funding agency partners, consultants and other A-NPDC departments;
- Perform project design development from concept design to the preliminary engineering phase.
- Oversee and manage consultant and contractor activities from the earliest stages of plan development to final reimbursement of funds following implementation or construction.
- Coordinate, facilitate, and participate in meetings with the public and various committees and boards regarding a broad variety of topics with a primary focus on water quality and coastal resilience and secondary focus on community and economic development; and
- Serve as a liaison between local governments and state and federal agencies.
- Secondary responsibilities may involve coordination of housing construction and rehabilitation projects, quality of life improvement projects, unique and innovative emerging issue projects and public access site development.

Required Skills and Qualifications:

In addition to being passionate about the betterment of the Eastern Shore of Virginia, the Community Development Coordinator must have knowledge of and capable in project management, a detail-oriented mindset, demonstrated success in creating grant applications and strategizing funding streams, an engaged and proactive approach and work ethic, a talent for accurate, professional and concise writing, public speaking, and professional relationship-building skills, and have exceptional organizational skills. Technological competency is necessary and experience with databases, GIS programs, social media and web-interfaces are a plus.

The successful candidate will have at a minimum completed a Bachelor's degree in a related field or have at least 4 years of professional experience in a related field. Familiarity with coastal and environmental management is favored. Knowledge of federal, state, and private grant programs and professional experience with grant writing and administration is desirable.

To Apply:

Submit cover letter with statement of interest and CV/resume, to Curt Smith, Director of Planning, at csmith@a-npdc.org with Community Development Coordinator Application in the subject line or mail a hard copy to the A-NPDC at 23372 Front St., Accomac, VA 23301. The A-NPDC is an Equal Opportunity Employer.