SOUTH FLORIDA REGIONAL PLANNING COUNCIL (SFRPC)

Date: August 14, 2020
Location: Hollywood, Florida
Position Open: Economic Disaster Recovery Coordinator
Hours: 40 hours per week.
Salary Range: $58,000 – $63,500
Availability: Until the position is filled.

General Information:

The SFRPC has served as the regional planning agency for Monroe, Miami-Dade, and Broward counties since 1974. It was also designated the U.S. Department of Commerce Economic Development District for South Florida in 1994. It is governed by a public/private board of county and municipal elected and appointed officials from the three counties. The Council supports the region’s elected leaders and public, private, and nonprofit stakeholders through regional, collaborative planning and the development and implementation of programs and strategies shaping a better future for Southeast Florida. The Council is a non-partisan public agency.

Position: Economic Disaster Recovery Coordinator

This is a highly responsible professional and technical position in the field of planning, economic and community development, and post-disaster recovery.

Nature of Work:

The SFRPC is seeking to hire a talented, driven, and self-motivated Economic Disaster Recovery Coordinator (EDRC) for a two-year period to serve the communities and local governments across the South Florida Region of Monroe, Miami-Dade, and Broward counties. The EDRC will promote collaboration among regional stakeholders and direct activities that are sustainable and responsive for communities that have been impacted by the COVID-19 Pandemic. This position will work with Council staff to implement planning and coordination efforts focused on pandemic recovery and economic resilience plans for the Region. This employee should have excellent writing, presentation and communication skills; be detailed and customer oriented with good multitasking and organizational abilities; and be comfortable in a fast-paced environment and able to manage and execute multiple projects and campaigns simultaneously.

Primary Responsibilities include:

- This individual will serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity building for impacted communities. The Economic Disaster Recovery Coordinator will work with local, state, and federal
partners to develop plans for coronavirus economic development response and resiliency practices and identify resources and grant eligible projects for impacted communities.

- In partnership with Council staff, collaborating with local, state, and federal partners to identify the extent of economic distress caused by the COVID-19 Pandemic.

- Work with all regional stakeholders to identify needs of impacted communities and engage directly with elected officials and government staff to identify solutions.

- Coordinate federal, state, local, and philanthropic assistance to support community recovery planning among the most highly impacted communities. In so doing, the coordinator will provide technical assistance to supplement local capacity with needed expertise for conducting a successful planning process that results in a recovery plan that is publicly supported, actionable and leverages available resources;

- Assist with researching federal, state and philanthropic grants and other funding opportunities, and develop an appropriate avenue for communicating same to the most impacted communities/stakeholders in the region, including small businesses, and/or providing technical assistance, as necessary, with completion of such grant/funding applications;

- Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout Southeast Florida;

- Coordinate with regional stakeholders to develop recovery strategies that create short- and long-term plans to address ‘economic dislocation’ caused by the impact of COVID-19 pandemic;

- Assist in the identification of potential resiliency, mitigation, and economic recovery projects for the development of a diversified and sustainable economy in Southeast Florida; and

- Facilitate the implementation of locally generated disaster recovery economic development projects, developed as part of the CEDS.

- Provide technical assistance and capacity building for local governments, local businesses, and other stakeholders impacted and by coronavirus.

- Assist Council staff in any project that is directed by the Executive Director.

**Knowledge, Abilities, and Skills:**

- Knowledge of the economic, social, and political factors influencing community and regional planning and development.
- Ability to proof own work and work of others.
- Ability to handle multiple projects simultaneously, while planning for the future.
- Experience in grant application and management desirable.
- Experience in community planning is beneficial.
- Ability to establish and maintain effective working relationships with superiors and co-workers.
- Excellent interpersonal, verbal, and written communication skills, including proper spelling, grammar, and editing for clarity.
• Proficient computer skills including Microsoft Office365. GIS skills an advantage.
• Proficient public speaker.
• Strong attention to detail, multitasking abilities, and organizational skills.
• Local knowledge of Southeast Florida and ability to communicate in a non-partisan, politically sensitive manner.
• Must pass background screening test.

**Education/Experience:**

Bachelor’s Degree in economic development, planning, community development, or other related fields from an accredited college or university is preferred.

Minimum of three (3) years of experience in economic development, community development, planning, emergency management, or related fields. Additional experience may substitute for the required education on a year-for-year basis.

**Physical and Sensory Requirements / Environmental Factors:**

- **Physical Ability:** Duties require the ability to exert light to medium physical effort in sedentary to active work. This may include the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight. Tasks may involve extended periods of time at a keyboard or workstation.

- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**License, Certification or Registration:**

- Must have a valid driver’s license and be able to secure a valid Florida driver’s license at the time of employment within this classification.

**Job Location:** South Florida Regional Planning Council, 1 Oakwood Boulevard, Suite 250, Hollywood, Florida.

**Salary and Benefits:** The SFRPC offers a competitive salary and full benefits package including medical, dental, vision, life insurance and retirement plan benefits. Salary subject to negotiation.

Please submit resume fully describing experience and qualifications to Isabel Cosio Carballo, Executive Director, at sfadmin@sfrpc.com.

**Contact:**

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