

## South Central Economic Development District Seeks a Community Consultant

The South Central Economic Development District (SCEDD) seeks a team-oriented, forward thinking, “get it done” **Community Consultant** to serve the communities within our 13 county region of south central Nebraska. SCEDD is one of 8 development districts in Nebraska and desires to grow our team with someone who is passionate about and committed to helping rural Nebraska communities. ***Could this be you?***

Responsibilities:

- Navigate and complete state and federal grant applications for our communities;
- Facilitate project planning and implementation discussions in our communities;
- Conduct studies and assessments for our communities. Be competent and comfortable in the presentation of completed studies to boards and groups;
- Walk alongside and work with a variety of groups, organizations and stakeholders to successfully address the myriad of rural issues faced by our communities;
- Be 100% supportive of the mission of SCEDD and be a team player in a fast-paced, “something new every day” environment!
- Other duties as assigned based on experience, interest and/or at direction of Executive Director

Minimum Qualifications:

- Knowledge of local, state and federal government regulations along with community and economic development funding sources/programs (HUD, CDBG, USDA, REDLG, etc.);
- Detail oriented – must be able to manage multiple tasks (juggle many projects at one time);
- Proficient in today’s technology;
- Excellent written and oral communication skills (with co-workers, community leaders, funders);
- Valid Nebraska driver’s license – travel to our communities is required at times (day and evening hours).

Education/Experience Preferred:

- Bachelor’s Degree in journalism, business admin, planning or public administration (applicable experience will be considered in place of degree requirements);
- 3-5 years experience in community development.

***Does this sound like you? Community and economic development isn’t just a job – it’s a calling. Are you passionate about rural community and economic development??? If so, let us know!*** To apply, please submit:

- Professional Letter of Application (Cover Letter)
- Resume of work experience and education, including any certifications. Included in your resume, please rate your experience and competency level in reference to: MS Excel, Word, PowerPoint, Access, and Adobe. Please include any additional programs/software/skills you possess and deem relevant to a position at SCEDD.
- A short statement of understanding about the mission of SCEDD;
- List of three professional references and one character reference;
- Information on any personality assessments you may have taken recently (Ex: Gallup Strengths Finder, DISC profile, etc.) to give us an idea of how you would fit with current staff composition

The SCEDD office is located in Holdrege and office hours will be maintained in Holdrege.

Documents can be mailed to SCEDD, PO Box 79, Holdrege, NE 68949 or emailed to [sharonh@scedd.us](mailto:sharonh@scedd.us). Review of completed applications will begin August 12, 2020. The position will remain open until filled.

***“The South Central Economic Development District exists to develop and promote a positive economic climate which supports regional growth.”***