

Burns Paiute Tribe

Economic Development Coordinator

Job Title:	Economic Development Coordinator
Department:	Administration
Reports To:	Community & Economic Development Director
FLSA Status:	Fulltime – 32 hours a week
Opens:	November 9 th , 2020
Closes:	November 19 th , 2020
Salary:	D.O.E.

POSITION SUMMARY

The Burns Paiute Tribe has a community and economic development strategic plan identifying a number of strategic priorities to improve the economic vibrancy and overall quality of life. The ‘Economic Development Coordinator’ will focus on the for-profit operations of the Tribe. The successful candidate will work closely with the Department Director, Economic Development Committee and Tribal Council to develop strategic initiatives to achieve financial objectives and build sustainable self-sufficiency.

DUTIES and RESPONSIBILITIES

Ensure the implementation of the strategic direction established by the Tribal Council pursuant to the adopted ‘Community & Economic Development Strategy Plan’ and assist with development and implementation of ‘Community Economic Development Strategy Plan.’ Develop and implement strategies for Tribal businesses to be successful by providing necessary guidance, including demographics, sites, and financing options. Manage current for-profit projects successfully by establishing a formal business model to ensure profitability.

Prepare monthly budget reports. Administer and market economic development assistant programs, including loan and grant programs that will benefit the Tribe. Identify funding opportunities for economic development; prepare and submit application packages to secure funding. Develop and maintain up-to-date marketing and statistical information to promote the area, its economic attribute’s, and its quality of life.

Prepare project costs / benefits analysis, including their economic and social impacts on the Tribe. Continually research innovative for-profit methods that could be used to help meet the Tribal community and economic development goals. Prepare recommendations for the use of such methods to Department Director / Tribal Council / Economic Development Committee. Perform other duties as may be assigned by the Department Director.

REQUIRED QUALIFICATIONS AND EDUCATION

Bachelor’s Degree in Economic Development, Urban / Regional Planning, Marketing, Business Administration is required. A Master’s level degree is preferred.

OTHER DESIRED QUALIFICATIONS

Demonstrated skill in grant writing/management and contract development/management. Experience in capital project planning, funding, and development. Must have the ability to build internal systems and

procedures to facilitate accuracy and success. Must understand basic business and know how to maximize inventory, profit/gross margins, and other business profitability. Must have the ability to solve practical problems and deal with variable situations. Ability to work cooperatively with a wide range of people of differing backgrounds, skills, and knowledge levels, and a willingness to train, educate, and build up those around you.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

Return completed Burns Paiute Indian Tribe Application, Cover Letter, and resume, to:

Human Resources Manager
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Job Application: <http://www.burnspaiute-nsn.gov/index.php/resources/online-documents/documents/245-2020-bpt-job-application-1>