



## Community and Economic Development Associates Position Description:

### Rural Capacity Program Specialist

*Community and Economic Development Associates (CEDA) seeks an individual to fill a Community and Business Development Specialist position.*

*Interested, qualified individuals may submit resume and cover letter to [teri.root@cedausa.com](mailto:teri.root@cedausa.com).*

**About the Organization**-- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation that strives to support rural communities and economic development organizations with their community and economic development aspirations. CEDA supports rural communities and organizations by providing flexible staff capacity to deliver projects and programs to those we serve. Our team of nearly fifty community and economic development professionals provide staffing services to nearly ninety communities and economic development organizations in Wisconsin, Minnesota and Iowa. For additional information about CEDA and the services we provide, check out our website at [www.cedausa.com](http://www.cedausa.com).

CEDA is currently seeking to fill two part-time positions in the role of Rural Capacity Program Specialist to provide community and business development staffing capacity for communities participating in the Rural Capacity Program in the state of Minnesota.

**Job Title**--- Rural Capacity Program Specialist

**Number of Openings**--- 2

**Full-Time/Part-Time**--- Part-time (2 days per week)

**Location**--- Minnesota

**Salary Range**— \$18,000 - \$30,000 DOQ

**Hours**--- 16 hours per week. Occasional travel required, including overnight.

**Benefits**— Not eligible for benefits due to Part-time employment status

**Position Description**---This position will be responsible for the execution of work necessary to serve CEDA's Rural Capacity Program work within Minnesota, along with other contractual duties as assigned. Responsibilities could include (but are not limited to):

- Provide basic economic development strategies to small rural communities throughout Minnesota within the scope of the Rural Capacity Program.
- Workplan creation -working with each city as assigned to identify strategies to further economic development efforts in the categories identified through the Rural Capacity Program application process.
- Creation of First Impression Report
- Providing necessary reporting.
- Identifying relevant regional, state and federal organizations that the City should develop relationships with.
- Promoting and utilizing economic development tools/programs to incentive job creation and tax base growth.
- Communicate with the local press to share accomplishments.
- Cultivate relationships with existing businesses to promote the sustentation and retention of businesses in the communities served.
- Complete other duties as assigned.

The Rural Capacity Program Specialist will report to CEDA's Rural Capacity Program (RCP) Manager.

**Qualifications**—CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does.

The ideal candidates should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in community/economic development, public administration, business administration, marketing, management, or another

relevant field.

Applicants must have a valid driver's license and reliable means of transportation.

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.