

Position Announcement – Economic Development Coordinator (Senior or Principal Program Manager)

Come join our team! The Capitol Region Council of Governments is seeking a dynamic, and collaborative professional to join our Regional Planning and Development team as our **Economic Development Coordinator**.

This position is responsible for a variety of program management tasks reporting to the Director of Regional Planning & Development or their designee. Responsibilities include specific assignments relating to economic development with an emphasis on coordinating the implementation of the regional [Comprehensive Economic Development Strategy](#) (CEDS) and managing and establishing the organization's role as the regional Economic Development District (EDD). Related duties include assistance with the regional Brownfields assessment/remediation program, grant administration and reporting, developing and tracking performance measures to assess program performance, relationship building with and between various entities, and providing technical assistance to member municipalities, program partners, and other stakeholders.

The successful candidate will hold a bachelor's degree from an accredited college or university in a related field of study (Public Administration, Community/Regional Planning, Business, Project Management) supplemented by five years of relevant experience in program/project management, needs analysis, vendor management, or an equivalent combination of training and experience.

The candidate should possess working knowledge of economic development principles, program/project management, contract management, budgeting, research methods and data analysis, and excellent computer skills.

The ideal candidate will demonstrate the ability to manage programs, special projects and grants; prepare clear, accurate reports, and records; coordinate and facilitate meetings; and establish and maintain effective working relationships with team members, federal and state agencies, business and municipal leaders, and others. The candidate will also demonstrate the ability to work independently, handle multiple projects simultaneously, and to use good judgment in prioritizing work assignments.

The successful candidate will maintain CRCOG's tradition of excellent public service and collaboration. Applicants are subject to a background check.

About CRCOG

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs to benefit its member



towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities who recognize that the future of our individual members is tied to the future of our region. CRCOG is the largest of Connecticut's nine regional planning organizations with a population of 976,248 and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area. The CRCOG region is well-situated between New York City and Boston, and is rich in diversity, history, and natural resources. CRCOG's team of professional staff work to promote responsible land use, sustainable transportation systems, economic vitality, and quality of life. The organization also advocates for its capital city and member towns and provides various shared services to facilitate governmental efficiency. For more information regarding CRCOG, please visit our website at www.CRCOG.org.

Total Compensation

The current salary range is \$65,405-\$85,027 for a Senior Program Manager and \$76,851-\$99,906 for a Principal Program Manager with a competitive benefits package including a defined contribution retirement plan; medical, vision, dental, life insurance; short-term and long-term disability; tuition assistance; and paid vacation and holidays. This is a full-time position with a 35-hour work week.

How to Apply

Please address your resume and a cover letter to Ms. Cheryl Assis, Director of Public Safety & Homeland Security. Electronic submissions are preferred and should be sent to cassis@crcog.org, with the subject of the email titled 'Economic Development Coordinator.' First review of resumes will be conducted on March 25, 2024, and the position will remain open until filled.

CRCOG is proud to be an Equal Opportunity Employer.