

**NORTHEAST FLORIDA REGIONAL PLANNING COUNCIL
POSITION DESCRIPTION**

Position: Regional Planner w/ Economic Development Focus

Reports to: Community Development Manager

Responsibilities

Responsible for project support, and task management for various programs of the NEFRC – including but not limited to, Economic Development, and Planning & Policy.

Duties

1) Economic Development Program

- Serves as one of the points of contact for the U.S. Economic Development Administration (EDA), helping to manage the Council’s Northeast Florida Economic Development District Partnership Planning Grant.
- Assists in the maintenance and update of the EDA Comprehensive Economic Development Strategy (CEDS) in accordance with 13 Code of Federal Regulations 303.7. The current Northeast Florida CEDS plan is effective for 2022-2027.
- Plans and convenes meetings with local and regional partners as needed to update the CEDS and further economic and community development initiatives.
- Work in partnership with the EDA State Representative to educate organizations about grant opportunities and processes.
- Provide grant writing technical assistance as needed.
- Collaborates with local governments, economic development organizations, and other regional partners on education, workforce development, business recruitment, entrepreneurship, community development, and assists in existing and new initiatives.
- Strategically integrates economic development into NEFRC’s other departments, including community development and resiliency.
- Serve as the staff lead for the Community Visioning Program, funded by the US EDA, which provides visioning services for small communities in Northeast Florida. Work entails leading local citizens through facilitated public engagement to build consensus on issues important to the community. Results from the public engagement will be developed into formal reports with recommendations and presented at public meetings with local officials.

2) Planning and Policy

- Review of Comprehensive Plan Map and Text Amendments as needed.
- Assist in providing Local Government Technical Assistance provided to member local governments in the Region and state agencies including planning.
- Support grant-based programs including data support, technical writing, and task management.

- Responsible for providing ongoing updates on assignments with project leaders and immediate supervisor.
- Responsible for all meetings related to the subject area, tracking progress of the subject area for applicable projects, and communicating with NEFRC staff regarding the outcome of the meeting. Follow-up items to be coordinated with the immediate supervisor.
- Work to establish and maintain relationships with and among various agencies, external stakeholders, and partners.

3) Other Agency Program Assistance.

- Provide project support to various Council programs, i.e., Healthcare Coalition, Resiliency, Emergency Preparedness, etc. as needed.

4) Other Duties As Assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Passion for the subject of economic and community development
- Knowledge of planning principles and practices.
- Knowledge of data collection, synthesis, and research methods.
- Ability to develop logical conclusions, summaries, reports, and presentations.
- Critical thinking skills with the ability to work independently and complete tasks in a timely manner.
- Excellent writing skills.
- Ability to communicate effectively, both orally and in writing.
- Skill in developing and making presentations to groups.
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to plan and organize one's own and others' work when leading a team or project.

Education/Experience

- Bachelor's plus 1-2 years of experience in Urban Planning, Economics, Economic Development, Public or Business Administration, or related field, or a Masters' Degree.
- Strong knowledge of economic development is preferred.