The Lowcountry Council of Governments is seeking a full-time **Community and Economic Development Specialist**.

This position, under the supervision of the Community and Economic Development Director will be responsible for completing activities related to project development, application preparation, administration, and monitoring of Community Development Block Grants, SC Rural Infrastructure Grants, HOME Grants, Economic Development Administration Grants, and similar public community and economic development programs. The CED Specialist will work with other community and economic development staff, having the responsibility for developing plans and strategies to help local governments, businesses and other stakeholder organizations address priority community and economic development needs for their areas.

**Essential Job Functions include:**
Duties will include planning updating the needs assessment plans for localities as well as other planning, research, grant writing and project implementation to address community and economic development needs of our localities.

Tasks will include working with area leaders, community partners and small businesses to analyze the priorities of communities; work to develop plans to address priority needs and capacity to maintain viable communities; and other technical assistance activities in relation to grant programs as needed or assigned.

The CED Specialist will:

- Serve as a liaison between local, state, and federal partners to speed up the grant process.
- Assist in local, state, and federally led planning efforts among impacted communities to provide technical assistance to address needs.
- Identify community and economic development grant-eligible projects with state and federal resources.
- Identify and foster private and non-profit partnership opportunities.
- Provide technical assistance to local and county governments, businesses, economic development groups, community colleges, and other stakeholders.
Minimum Qualifications:
An undergraduate degree in public administration, planning, business, or related field required. Relevant work experience preferred which would include specialized expertise in one of the following broad categories of resiliency within Community and Economic Development -- Housing Infrastructure, Public Facilities, and Infrastructure (including water, sewer, drainage, and broadband), Workforce and Entrepreneurship, or Business Retention and Expansion. Must possess and maintain a valid South Carolina driver’s license. Salary Grade 8: $42,333 - $59,267 depending on qualifications. Generous benefits package.

Please email cover letter and résumé to mknight@lowcountrycog.org. For more information on this job posting visit www.lowcountrycog.org. Reviews will begin July 2024. Position open until filled.

Lowcountry Council of Governments is an Equal Opportunity Employer.