



Community Capacity Coordinator

Full time opportunity

Primary responsibilities of the candidates include (but not limited to):

- Create and maintain relationships with local governments, not-profit agencies, legislators, and county planners.
- Assist communities in the development of plans for funding requests and provide technical assistance as needed.
- Prepare and develop state, federal, and/or other grant applications based on local needs.
- Assist with coordinating Regional Forums.
- Build a local network of resourceful stakeholders and partners that will take ownership of ensuring community stability.

Preferred qualifications/skills:

- Experience in any of the following, municipal governance, downtown revitalization, Elm Street, higher education, nonprofits, and/or media.
- Self-starter/Entrepreneurial.
- Previous grant writing experience.
- Proficient public speaking, presentation and writing skill.
- Interpersonal communication, collaboration, and teambuilding skills.
- Proven track record of relationship building.
- Knowledge of state/federal government agencies and grants.
- Excellent time management skills.
- Bachelor's degree or 3-5 years of relevant experience.

Applicants are expected to supply a letter of application elaborating on experience and skills along with their resume by August 31, 2022, via mail or email to:

Amanda Owens, Human Resources Director
SEDA-Council of Governments
201 Furnace Road, Lewisburg, PA 17837
aowens@seda-cog.org

SEDA-Council of Governments is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. www.seda-cog.org

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