



# *Sokaogon Chippewa Community*

**3051 Sand Lake Road, Crandon, WI 54520**

**Phone: (715) 478-7500 \* Fax: (715) 478-5275**

***www.sokaogonchippewa.com***



**Position:** Economic Development Coordinator  
**Hours:** Full-time – 40 hours per week  
**Salary:** Commensurate with Education and Experience  
**Reports to:** Tribal Council

**Job Summary:** Sokaogon Chippewa Community seeks two (2) Economic Development Coordinators to carry out economic development strategy and implementation activities. This staff will also serve as the main point of contact for post-award project management. This staff will report to the Tribal Council and will work with the Tribe's accounting department and relevant contractors to ensure grant compliance.

## **Duties/Responsibilities:**

- Lead the development, writing, and implementation of an economic development strategy that will facilitate economic recovery and growth by increasing jobs and revenues on the Mole Lake Reservation.
- Facilitate diversification planning that includes executing market studies, feasibility studies, and sustainability planning for Tribally-owned entities, private businesses, and other revenue-generating enterprises.
- Coordinate with the North Central Wisconsin Regional Planning Commission (NCWRPC) to develop a comprehensive land-use plan as part of Mole Lake's broader economic development strategy.
- Identify economic development resources that can be leveraged to improve private sector income generation and help contribute to the community's overall economic development.
- Work directly with tribal department leads, Mole Lake business owners, and local experts to develop an approach to reinvest economic development into further business and community development.
- Liaise with external stakeholders to develop and implement a communications plan to ensure successful engagement over the 2-year project period. External stakeholders include local jurisdictions, federal and state agencies, regional business development organizations, commissions and committees, consultants, business and property owners, developers, and relevant nonprofits/community-based organizations.
- Attend trade shows, conventions, and conferences to keep abreast of the market, network, and create linkages to the Sokaogon Chippewa Community; make presentations about Mole Lake economic development as appropriate.
- Conduct regular check-ins, assessments, and evaluations of business development progress for each targeted entity and identify areas for improvement or make changes/redefine goals if needed.
- Track legislative initiatives and relevant current events related to economic development and revitalization that may affect the Tribe.

## **Qualifications:**

- Bachelor's Degree from an accredited college or university in related field. A degree in Urban Planning, Economics, Public or Business Administration is preferred.
- Minimum five years combined relevant experience of successful planning, project management, and economic or community development.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii**



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- Possession of a Certified Community and/or Economic Developer designation will be prioritized.
- Significant experience creating and carrying economic development planning, especially in a rural/remote community context.
- Experience in community outreach, surveys, and other engagement tools.
- Minimum three years' experience in management-level role.
- Cultural competency for working within a Tribal community.
- Experience with grant-funded projects preferred.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:

Kimberlee A. Soldier, Interim HR Director

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

Posting Date: October 17, 2022

Closing Date: Until filled

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