



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 an 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/define 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.

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- Minimum five years combined relevant experience of successful planning, project management, and economic or community development.
- 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

Posting Date: January 24, 2023

Closing Date: Until filled

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