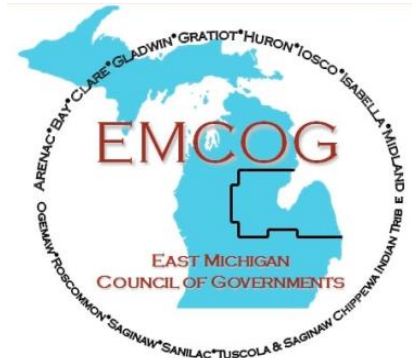


EAST MICHIGAN COUNCIL OF GOVERNMENTS

3144 DAVENPORT AVENUE, SUITE 200, SAGINAW, MI. 48602
PHONE: 989-797-0800, FAX: 989-797-0896
WWW.EMCOG.ORG



PROGRAM ANALYST/IT COORDINATOR

The East Michigan Council of Governments (EMCOG) office is seeking qualified individual to apply to be a part of our staff. The Program Analyst/IT Coordinator is a two-year full-time position that will assist in the provision of technical assistance as part of a 2-year economic development initiative in the 14-county region. The successful candidate will secondarily provide support to other regional initiatives supporting regional economic development and other initiatives designed to build resiliency resulting from the COVID-19 pandemic. This position may be extended beyond the two-year term depending on performance.

A bachelor's degree in urban planning, economic development, GIS, or similar field is required. The ideal candidate will be a motivated self-starter with strong communication skills and experience in data analyses, virtual public engagement, office computer software, etc.

This position allows for the possibility of working from home. Local meetings, virtual and live will also be required for this position. See attached job description.

EMCOG offers a competitive benefits package and starting wage. To apply, please submit a cover letter, resume, and three professional references to Sue Fortune, Executive Director, at sfortune@emcog.org. Application deadline is November 15, 2020.

Job Description: PROGRAM ANALYST/IT COORDINATOR

Summary

The successful candidate will work under the direction of the Executive Director to serve a diverse fourteen (14) county region. The primary responsibility of this position will be to support the Economic and Community Development Programs Manager and Special Programs Manager in the implementation of the Pandemic Response and Resiliency Program (PRRP), which is funded by the United States Economic Development Administration (EDA). The PRRP will create an addenda to the region's Comprehensive Economic Development Strategy (CEDS) and multi-jurisdictional hazard mitigation plans.

More specifically, the position will be gathering data from the region, analyzing the data, and create usable documents (charts, graphs, tables, and maps) that can not only identify the impacts of the COVID-19 pandemic, but also strategies to address these impacts.

The successful candidate will have substantial familiarity with urban planning, community development, data analysis, geographic informational systems (GIS), and Microsoft Office.

Duties and responsibilities include, but are not limited to:

- Attend PRRP regional stakeholder meetings, EMCOG staff meetings, and other specialized meetings that become necessary
- Collect and assess data from a wide variety of stakeholders, and other sources of informational sources
- Work with other EMCOG staff as part of the development of the CARES Act recovery strategy development

Eligibility Requirements

- Bachelor's Degree in Urban Planning, Geography, or related field with Geographic Informational System (GIS) training/knowledge
- At least two (2) years of relevant GIS experience
- Experience using computers, including Microsoft Office applications
- Valid driver's license and reliable access to a personal vehicle

Required Demonstrable Skills/Characteristics:

- Data interpretation and analysis
- Ability to work as part of a team on group projects
- Ability to organize and prioritize multiple assignments in a high-volume work environment that changes daily
- Ability to work independently
- Good communication skills required

Desirable

Understanding of or experience with:

- Website content editing and management
- Adobe Create Cloud applications
- Statistical research methods
- Report writing skills

Work Arrangements: Due to the pandemic and work restrictions, work will be conducted from the office and from remote locations. GIS equipment will be purchased in conjunction with this position and will be located in the office. Any work from remote locations will have to be previously approved by the Executive Director.

Term: This position is intended to last throughout the duration of the EDA grant (June 20, 2022), but may be extended based on workload and availability of future funding.

Benefits and Compensation: Based on qualifications