

Job Title:	Resiliency Coordinator	Job Category:	Executive Service
Department/Group:	ECD/Rural Development	Job Code/ Req#:	
Location:	Nashville, TN	Travel Required:	Yes
Level/Salary Range:	Commensurate of education and experience.	Position Type:	Full-time
Anticipated Start Date:	July 2016	Posting Expires:	Once Filled
Resumes Accepted By:			
E-MAIL: (PREFERRED) Ecd.jobs@tn.gov Subject Line: Attention: HRO: Resiliency Coordinator		MAIL: TN Department of Economic and Community Development 27 th Floor William Snodgrass Tennessee Tower 312 Rosa L Parks Avenue Nashville, TN 37243	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Resiliency Coordinator has supervisory responsibility over disaster resiliency initiatives within the State of Tennessee. The Resiliency Coordinator is responsible for organization, coordination, and advancement of community development and recovery at the local, regional, and statewide levels. The Resiliency Coordinator works within the Rural Development team supporting all elements of the division’s mission across the state. Primary responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Serves as a point of contact for information and coordination for all resilience initiatives • Work with federal, state, regional, and local public and private partners to leverage and coordinate resilience efforts in communities. • Work closely with statewide and local emergency management to develop strong resilience and recovery processes and plans. • Manage all aspects of NDRC funding including, but not limited to, managing projects, approving invoices, working with the consultant, and working with the grantees. • Oversee and coordinate the statewide Resilience Council. • Work with local communities and stakeholders to develop regional resilience councils. • Promote and encourage resiliency to local communities and regional and statewide organizations. • Be able to present and report on the resilience initiatives and programs within the state. • Research and identify possible initiatives that will enhance resilience in Tennessee. • Seek and apply for funding for activities that promote and implement resilience across Tennessee. <p>EDUCATION REQUIREMENTS AND QUALIFICATIONS:</p> <p>Education and Experience:</p> <ul style="list-style-type: none"> • Graduation from an accredited college or university with a bachelor’s degree in community development, planning, business, business administration, communications, public or non-profit administration, or political science. • Graduate degree in community development or planning preferred. 			

Minimum Qualifications:

- Strong oral and written communication skills.
- Working knowledge of Microsoft Office products (excel, access, word, outlook).
- Strong understanding of Tennessee local government.
- Strong critical thinking and analytical skills.
- Ability to work as part of a small team.
- Strong organizational and management skills.
- Travel required.

ADDITIONAL NOTES

About The Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Haslam’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.