

04/2025

CITY OF DOUGLAS

Job Title: Community Coordinator (Business Navigator)
Reports To: Economic Development/CMO Project Coordinator
Department: Community Services & Economic Development
FLSA: NE **OCCUPATIONAL CODE:** AS

RANGE: 21 (LS)

JOB SUMMARY:

Responsible for planning, coordinating and implementing the City's economic and entrepreneurship development.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Work with the Rural Communities Assistance Corporation Building Rural Economies (RCAC BRE) team to prepare a detailed work plan that will be reviewed and updated quarterly.
2. The Community Coordinator, with the assistance of the RCAC BRE Team, will coordinate a Start Grow Revive workshop series focused on entrepreneurial development:
 - a. Conduct community outreach and register workshop participants.
 - b. Work with workshop participants on 'action items' between workshop sessions which may include phoning or emailing participants as well as in-person meetings to provide guidance and technical assistance.
3. Participate in all RCAC-sponsored phone calls and trainings as well as online and/or on-site technical assistance visits as practicable after the workshops.
4. Any other Community Coordinator specific responsibilities based on goals of work
5. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
6. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
7. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
8. Maintains regular and reliable attendance.
9. May perform other related duties as may be assigned from time to time.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

- Knowledge of applicable federal, state, and local regulations, laws, and guidelines relative to

area of assignment.

- Knowledge of terminology specific to area of assignment.
- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position.
- Knowledge and proficiency of various computer software and systems.
- Knowledge of sound business practices.
- Ability to speak effectively to a variety of audiences.
- Ability to coordinate events and/or programs with multiple components
- Ability to organize, analyze and interpret data and to establish data collection procedures.
- Ability to communicate highly effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with City staff, other agencies and the public.
- Ability to complete projects within established schedule.

MINIMUM QUALIFICATIONS:

Associates degree in related field and one year of experience in the field, with at least six months assisting in managing or managing business programs; or any combination equivalent to experience and training that would provide the required knowledge, skills and abilities.