



Superior California Economic Development

350 Hartnell Avenue, Suite A • Redding, CA 96002
(530) 225-2760 • Fax (530) 225-2769

POSITION DESCRIPTION

Position: Program/Special Projects Manager (Rev 04-21)

Reports to: Chief Executive Officer

Incumbent: _____ Date: _____

Duties and Responsibilities:

- Assists in the preparation and administration of contracts, projects, plans, reports, grant applications and budgets.
- Monitors program performance on existing contracts.
- Maintains professional relationships with elected officials, government and agency staff, and the private sector.
- Coordinates with economic development agencies and workforce development agencies for implementation of comprehensive economic development projects and programs.
- Conducts ongoing evaluation and follow-up.
- Ensures compliance with state and federal laws, program requirements, constraints and regulations applicable to projects and programs.
- Represents SCED at community functions and events.
- Reports to SCED Board of Directors on a timely basis

Location:

- Although some duties may be periodically performed remotely, incumbent is expected to work locally out of the SCED office.

Education:

- Bachelor of Arts or Bachelor of Science Degree in Business Administration, Economics or related field or an appropriate combination of education and experience to perform the task confidently and effectively.

Experience:

- Four or more years' experience managing and administering economic and business development programs, including two years of supervisory experience in a business environment.
- Experience in community coordination/outreach and training/facilitation desirable.

Knowledge, Skills, and Abilities:

Strong leadership, organizational, written and verbal communication skills. Written skills should include some curriculum and/or program design.

Willingness to be part of a project team, able to offer innovative and non-traditional approaches to micro and small business development.

Training/teaching skills with specialization in adult learning styles in business and personal development topics; previous experience working with targeted income groups.

Desirable qualifications: Participation in a family-owned or personally owned business; grant management and administration; non-profit organization environment.

Valid, unrestricted drivers license or effective substitute and sufficient auto insurance to accommodate the need for local and non-local travel.

Physical Demands:

In order to successfully perform the various duties of this job, the employee is frequently required to sit for extended periods, handle or feel objects, tools, controls and reach with hands and arms, occasionally required to stand, walk, lift and/or move up to 10-25 pounds for person handling supplies, regularly required to talk and hear. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Physical demands described here are representative of those that must be met by every employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Superior California Economic Development
is a Drug Free Workplace and Equal Opportunity Employer**