

MESCALERO APACHE TRIBE POSITION ANNOUNCEMENT

ECONOMIC DEVELOPMENT (ED) COORDINATOR

SUMMARY: The Economic Development (“ED”) Coordinator oversees the ED Office and works closely with the President, Vice-President, Council, Chief of Staff, Administrator, and the ED Committee. The ED Coordinator develops and implements ED initiatives, as directed; identifies opportunities for regional ED and the development of small businesses; works to secure funding for ED activities; promotes the Tribe in order to expand ED opportunities; and performs other related duties as directed. A full position description is available upon request.

MINIMUM QUALIFICATIONS: BA/BS in Business, Public Administration/Management, Economics, or a related field from an accredited college or university; at least 5 years’ work experience at a level that required initial development, supervision or management of projects and programs in ED, redevelopment, commercial real estate development, business assistance, public facility or infrastructure development, public and/or private finance, or workforce development; and valid NM driver’s license and must submit and pass drug screening and criminal background check.

PREFERRED QUALIFICATIONS: Master’s Degree in Business or Public Administration, management from an accredited college or university, ED, Commercial Real Estate, or a related field; and/or Certified Economic Developer (CEcD) or educational experience in pursuit of CEcD.

Tribal and Native American Indian preference shall apply. Open until filled. Salary is negotiable. Questions may be referred to Carol Woods, Human Resources Director at (575) 464-4494. Please submit resumes to cwoods@mescaleroapachetribe.com.