

# MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

## Economic Development (ED) Coordinator

### Job Summary

The Economic Development Coordinator oversees the Economic Development Office. The ED Coordinator works primarily in capacity building of economic activity for the Tribe to implement economic development initiatives, including facilitating community and economic development in order to identify and establish economic development opportunities. In addition, the ED Coordinator: identifies opportunities for regional economic development and the development of small businesses on the Reservation; works to secure funding for economic development activities and programs, promotes the Tribe in order to expand economic development opportunities, and performs other related duties as directed, promotes cooperation with Tribal departments, public agencies, educational institutions, businesses and community groups; and generally works towards the advancement of economic development plans and initiatives for the Tribe. A full position description is available upon request upon request.

### Minimum Qualifications

- Bachelor's Degree in Economic Development, Business Administration, or Public Administration or a related field from an accredited college or university;
- At least five years of work experience in economic or community development or redevelopment in the public or private sector preferably working in/with a tribal government organization;
- Minimum of two years' experience in urban/rural planning in community economic development
- At least three (3) years' experience in strategic planning and implementation;
- At least three (3) years' experience in grant writing and administration;
- At least three (3) years' experience writing and implementing business plans and developing market analysis and feasibility studies;
- Experience in analyzing and interpreting technical and financial material and legal documents;
- Must possess a 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, or a related field preferred; and*
- Designation as a Certified Economic Developer (CEcD), educational experience in pursuit of designation as CEcD, or other economic and/or community development certification.

*Tribal preference and Native American Indian preference shall apply to all positions.*

**Submit letter of interest and resume to [dwhite-messing@mescaleroapachetribe.com](mailto:dwhite-messing@mescaleroapachetribe.com) or Diana White-Messing, CFO at P.O. Box 227, Mescalero, NM 88340. This position is open until filled.**