

LCLGRP Economic Development Coordinator Position

The Lake Champlain – Lake George Regional Planning Board (LCLGRP) is seeking a full-time Economic Development Coordinator. Office is in the Village of Lake George, but job encompasses coordination with and travel to agencies in Clinton, Essex, Hamilton, Warren and Washington Counties. This is a professional level research and development position responsible for the coordination of various economic development initiatives and creation of regional documents. Emphasis on procuring and managing project funding through state and federal grant programs. Work also includes promotion and management of federally funded small business loan programs. Must have strong writing, data analysis, communication, fiscal management and computer skills. Must be able to work independently and cultivate and maintain working relationships with various entities.

Master's degree in business, economics, public relations, planning or related field and two years of administrative or management experience in economic development or community development activities, one year of which must have involved administration of funds from state and/or federal programs, OR bachelor's degree in business, economics, public relations, planning or related field and four years of administrative or management experience in economic development or community development activities, two years of which must have involved administration of funds from state and/or federal programs.

Competitive salary with benefits available. Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

Send resume and cover letter to: Beth Gilles, Director, LCLGRP, PO Box 765, Lake George, NY 12845 or beth.gilles@lclgrp.org by December 31, 2020. Contact #: 518-668-5773. LCLGRP is an EOE/AA Employer.