

Regional Recovery Specialist

The proposed Recovery Specialist is a two-year position at \$36,000 annually working from the Southwest New Mexico Council of Governments (SWNMCOG) office at 1203 North Hudson Street in Silver City, New Mexico. This position will be assisting Catron, Grant, Hidalgo, and Luna counties along with all the municipalities, special districts, non-profits, and businesses, therein.

The Recovery Specialist will be responsible for the following:

- Assist businesses throughout the region to successfully remain open and navigate the State's COVID-19 recovery transition.
- Conduct inventory of businesses identifying specific business needs through a Business Survey and virtual interviews in collaboration with regional Chamber of Commerce and MainStreets; compile and publish a Business Survey Report.
- Help coordinate at least two identified trainings and/or education opportunities as identified by the Business Survey.
- Work with businesses and other Economic Development Organizations to identify workforce and training needs.
- Help implement the CEDS Recovery Plan by identifying opportunities for regional economic diversification.
- Identify goals, needs, resources, and funding opportunities required to create future resiliency and recovery for local governments, non-profits, and businesses.
- Will be the point of contact for communications and dissemination of information regarding business and grant opportunities.
- Work with public information officers to develop/compile and distribute accurate information and sources to the region through multiple sources (newspaper, e-newsletter, email, government/organization websites, etc.).
- Identify future funding and technical assistance resources to provide mentorship through local expertise and needed services to new and existing businesses for long-term sustainability.

Specifically, the contracted Recovery Specialist **MUST** have:

- Excellent written and oral skills
- Grant writing and administration
- Research and planning experience
- Customer Service Driven
- Government and private sector experience a plus
- Valid New Mexico driver's license
- Willingness to travel

Education level and experience weighted equally. This is a grant salaried position for two years it includes \$36,000 annually plus health insurance, state retirement, retiree health care, paid holidays, and 15 days paid vacation.

Closing dates for resumes will be July 31, at 4:30pm. Send resumes to Priscilla Lucero, Executive Director at priscillalucero@swnmcog.org.