



Clearwater Economic Development Association (CEDA) is a non-profit corporation based in Lewiston, ID and organized to promote and assist economic and community development and to foster a stable and diversified economy within the five north central counties of Clearwater, Latah, Lewis, Idaho, and Nez Perce. CEDA is seeking a full time **Community Development Specialist** to join our outstanding team.

Duties: the position is responsible for developing, managing, and administering community and regional projects. General duties include, but are not limited to, community and agency outreach, planning coordination, research and analysis, project development, project budgeting and finance, grant writing, grant administration, and project management.

Minimum Qualifications: Bachelor's degree in Management, Business, Planning, Political Science, or related field. Relevant work experience or transferrable skills may be substituted for education requirement.

Required Skills and Abilities: must be an effective communicator, with proven experience, or the ability to quickly develop expertise in funding resources that support community-based projects. Must be able to work as a team member, and the ability to independently, organize and manage multiple project priorities, and meet deadlines. CEDA works with a variety of communities and individuals, candidates must work constructively and respectfully with diverse opinions and competing interests to build consensus.

Salary: \$45,000 to \$55,000 DOE. CEDA offers a full compensation package including medical, dental, vision, and paid time off, and employer-matched 401k retirement plan. Position is Monday through Friday, some night and out of town meetings required, with mileage reimbursed.

Please refer to the CEDA website, www.clearwater-eda.org, for a complete job description and/or to apply. The closing deadline is December 5, 2021, by 5:00 pm. Resume, cover letter, and five (5) work-related references required. Job will be open until filled with applications reviewed upon receipt. CEDA is an EEO Employer.