Program Analyst/IT Coordinator

The East Michigan Council of Governments (EMCOG), located in the east-central portion of the lower peninsula of Michigan, is seeking a full-time Program Analyst/IT Coordinator.

Qualified applicants are asked to submit a cover letter, resume’, and three (3) professional references to sfortune@emcog.org. Any questions can also be directed to this email address. Applications will be accepted through Friday, November 13, 2020.

Job Description

Summary
The successful candidate will work under the direction of the Executive Director to serve a diverse fourteen (14) county region. The primary responsibility of this position will be to support the Economic and Community Development Programs Manager and Special Programs Manager in the implementation of the Pandemic Response and Resiliency Program (PRRP), which is funded by the United States Department of Commerce, Economic Development Administration (USDOC/EDA). The PRRP will create an addendum to the region’s Comprehensive Economic Development Strategy (CEDS) and multi-jurisdictional hazard mitigation plans.

The position will consist of gathering data from the region, analyzing the data, and creating usable documents (charts, graphs, tables, and maps) that can not only identify the impacts of the COVID-19 pandemic, but also strategies to address these impacts.

The successful candidate will have substantial familiarity with urban planning, community development, data analysis, geographic informational systems (GIS), and Microsoft Office.

Duties and responsibilities include, but are not limited to:
- Attend PRRP regional stakeholder meetings, EMCOG staff meetings, and other specialized meetings that become necessary.
- Collect and assess data from a wide variety of stakeholders, and other sources of informational sources
- Work with other EMCOG staff as part of the development of the CARES Act Recovery Strategy development

Eligibility Requirements
- Bachelor’s Degree in Urban Planning, Geography, or related field with Geographic Information System (GIS) training/knowledge
- At least two (2) years of relevant GIS experience
- Experience using computers, including Microsoft Office applications
- Valid driver’s license and reliable access to a personal vehicle

Required Demonstrable Skills/Characteristics:
- Data interpretation and analysis
• Ability to work as part of a team on group projects
• Ability to organize and prioritize multiple assignments in a high-volume work environment that changes daily
• Ability to also work independently
• Good communication skills are required

**Desirable**
Understanding of or experience with:
• Website content editing and management
• Adobe Create Cloud applications
• Statistical research methods
• Report writing skills

**Work Arrangements**: Due to the pandemic and work restrictions, work will be conducted from the office and from remote locations. GIS equipment, purchased in conjunction with this position, will be located in the office. Any work from remote locations must be previously approved by the Executive Director.

**Term**: This position is intended to last for the duration of the EDA grant (June 20, 2022), but may be extended based on workload and availability of future funding.

**Benefits and Compensation**: Based on qualifications