

Delta Regional Authority

Special Assistant for Workforce and Community Development

The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives in the Delta region, which includes 252 counties and parishes in Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. The Authority invests in projects that directly support community and economic development efforts for the Delta region through investments in basic public infrastructure, transportation, workforce development, small business and entrepreneurial development, health, and community leadership. Working alongside 44 Local Development Districts as front-line project managers and local and state leadership, these investments by the DRA support job creation and community development.

JOB TITLE: Special Assistant for Workforce and Community Development

SUPERVISORY CONTROL: Chief of Staff

POSITION LOCATION: Clarksdale, MS

POSITION SUMMARY: The Special Assistant for Workforce and Community Development will provide direct support to the DRA by compiling the necessary policy research and program updates to ensure timely and accurate conveyance of DRA policy priorities and programs through external communications by DRA leadership. The special assistant will oversee and coordinate the implementation of all workforce efforts regarding academies, summits and potential project funding by the DRA. Coordination of DRA efforts with Local Development Districts and funded projects. The position will implement the DRA's workforce strategy throughout the 252 counties and parishes in eight states.

DUTIES AND RESPONSIBILITIES

The Special Assistant for Workforce and Community Development is expected to possess the following skills, experience, and knowledge necessary to execute and deliver the following outcomes on time as specified by the Delta Regional Authority:

- Manage policy research and analysis to compile pertinent workforce policy statements, statistics, and other talking points into briefing materials for Federal Co-Chairman and other DRA leadership;

- Generate and coordinate logistics for external workforce and community development-related events, summits, projects and programs funded through DRA investments;
- Maintain updated information and project status of DRA projects and programs for use in external publications and on website;
- Provide in-person support to Federal Co-Chairman at workforce and community development-related events and generate/facilitate correspondence as follow-up from these public events;
- Interact with key stakeholders to deliver an efficient and effective workforce plan including processes, reviews, updates, and improvements;
- Develop a sustainable workforce and community development strategy that includes a strategy that maximizes skills as well as employee development opportunities and a team structure that supports flexibility, innovation and collaboration;
- Coordinate the activities of multiple organizations to implement strategic plans in support of workforce development strategy, community development strategy and planning processes: talent acquisition and development, skill enhancement, real estate strategy, and knowledge/skill retention;
- Monitor and research major workforce and community development initiatives and programs within State and Federal stakeholders;
- Create, communicate and execute an annual workforce/community development plan to achieve the strategies; and
- Coordinate the design of a set of metrics that can be used to analyze workforce trends and quantify the value and effectiveness of the workforce strategy.

QUALIFICATIONS:

EDUCATION: A minimum of a Bachelor’s Degree from a four-year accredited college or University in in a related field.

EXPERIENCE: One to three years of experience in government affairs, community development, and/or economic development required.

Experience working, living, or studying in a state included in the DRA footprint.

OTHER REQUIREMENTS:

- Exceptionally strong writing, editing, and research skills
- Ability to demonstrate skills, knowledge, and experience in the execution of workforce plans and activities.
- Strong creative, strategic, analytical, organizational, and interpersonal skills.
- Computer literacy in word processing, database management and website layout.

- Strong oral and written communications skills.
- Strong commitment to diversity and equity.
- Ability to effectively multi-task.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel within the eight states of the DRA footprint will be expected on a potentially weekly basis.

COMPENSATION: Salary is based upon salary history, education, and experience.

HOW TO APPLY: Submit a cover letter, resume with references, and two writing samples to jobs@dra.gov with the subject line: DRA Special Assistant for Workforce and Community Development.