

Notice of Position Availability – Council of State Community Development Agencies

The Council of State Community Development Agencies (COSCDA) is seeking candidates to take primary responsibility for COSCDA's community and economic development activities. Interested individuals will work with State departments of housing and community development by providing information and technical assistance on state administered community and economic development programs affecting states. The applicant works closely with the U.S. Department of Housing and Urban Development (HUD) and other federal agencies that are involved in working with states in the community and economic development arena. The applicant must also develop and maintain effective contacts with members of Congress and their staffs as well as individuals working for public interest organizations. An understanding of the legislative and regulatory process is a must. The individual is expected to have strong communication skills, written and oral, and handling multiple assignments is a must. Some travel is required.

Primary duties:

- Represents COSCDA policy on legislation affecting states on community and economic development.
- Monitors and analyzes legislation affecting states. Relates legislative and regulatory information to state officials.
- Drafts testimony for presentation at congressional hearings.
- Works with federal agencies to implement programs upon enactment of legislation.
- Responsible for the development of workshops and conferences.
- Provides programmatic and policy analysis and development.
- Writes articles for COSCDA newsletters.
- Provides staff support to COSCDA committees.

Applicants should meet the following requirements:

- Bachelors degree (masters degree preferred, but not required)
- Minimum seven to ten years experience.
- A working familiarity with state government operations.
- Thorough knowledge and understanding of community and economic development programs and issues.
- Strong analytical and advocacy background.
- Sound political judgment

Send resume and salary history to:

Diane Taylor, Executive Director, COSCDA, 1825 K Street, NW, Suite 515, Washington, DC 20006 or to dtaylor@coscda.org. No phone calls. Deadline is August 10, 2009.