



Program Analyst

Economic Development Program

Salary Range: \$36,000-\$40,000

Excellent benefits package including health, dental, vision, retirement, life insurance and paid vacation & sick leave.

Full-time position available to provide technical and/or administrative support to the Economic Development program.

Primary responsibilities of the candidate include:

- Develop and submit a wide range of reports to various funding sources for a myriad of clients and projects.
- Collect, analyze, and synthesize data to meet the needs of the program served.
- Data management and understanding of census and workforce demographics.
- Grant writing and administration
- Set-up ongoing procedures to collect and review information needed for a variety of programs.
- Respond to special assignments and opportunities.

Required qualifications/skills:

- College level coursework is required in Business Administration, Marketing, Education, or another related field.
- Knowledge of public funding source regulations.
- Proficient in Microsoft Office Suite.
- Ability to become proficient in numerous software programs related to economic development.
- Strong communication and public speaking skills.
- Highly skilled in underwriting.
- Strong attention to detail.
- Comfortable working in a deadline-driven and fast-paced environment.
- Experience in data research.
- Excellent customer service skills.

Applicants are expected to supply a letter of application elaborating on skills along with their resume by October 30, 2020 via mail or email to:

Amanda Owens, Human Resources Manager
SEDA-Council of Governments
201 Furnace Road, Lewisburg, PA 17837
aowens@seda-cog.org.

SEDA-Council of Governments is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. www.seda-cog.org

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