



Community and Economic Development Associates Position Description:

CSP Division Head - Minnesota

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of CSP Division Head - Minnesota.

Interested, qualified individuals may submit resume and cover letter to teri.root@cedausa.com

About the Organization--- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Position--- CSP Division Head - Minnesota

Number of Openings--- 1

Hours--- This role within CEDA is up to 16 hours per week, with the additional hours to achieve full-time status within a CEDA community or other contract work

Reports to--- Chief Operating Officer (COO)

Supervises--- Regional Managers (SE MN, SC MN, WC MN, Central MN, Northern MN)

Position Description--- This position is will supervise and be the first point of contact for Regional Managers working within the assigned state, as well as assist Regional Managers and Human Resources with training and development of employees within the region. Responsibilities could include (but are not limited to):

- To supervise and be the first point of contact for department heads (Regional Managers).
- To ensure quality and consistent delivery of services.
- Provide backup or facilitate solutions for delivery of services.
- Assist department heads (Regional Managers) and Human Resources regarding team members under or over performing or other related issues.
- Assist Human Resources with conducting performance review for subordinates.
- Secure new contracts, troubleshoot and represent CEDA.
- Create and oversee initiatives supporting positive growth of company culture.
- Assist in organizing internal CEDA training opportunities for professional development.
- Locate and review external training opportunities for CEDA staff based on identified organizational needs, documented employee needs and goals, perceived benefits and budgetary considerations.
- Conduct regular check-ins with new CEDA team members.

The CSP Division Head will report directly to the Chief Operating Officer (COO).

Qualifications--- CEDA is looking for team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidate should be self-motivated, possess high business morals, have excellent oral and written communication skills and be energetic, results-oriented, able to develop productive relationships and possess strong leadership skills. Qualified applicants should have applicable leadership experience and/or a degree in community/economic development, public administration, business administration, marketing, management, or another related field.

Applicant must have a valid driver's license and reliable means of transportation.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) main: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

CEDA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the federal, state and local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. CEDA makes hiring decisions based solely on qualifications, merit and business needs at the time.