Immediate Hiring Notice

The Economic Development Administration (EDA) Denver Regional Office (DRO) has identified several temporary positions that will be crucial to building the capacity needed to help administer our Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding as quickly, effectively, and efficiently as possible, and in a manner that meets the needs of our communities.

Be on the lookout for openings on EDA.GOV/careers, our digital media platforms, Twitter, LinkedIn, and Facebook, and USAJobs.gov.

The DRO, which is based in Denver and oversees a ten-state region, is immediately seeking to hire for several key positions. These temporary appointments may last up to two years. While conversion to permanent positions is possible, it is not guaranteed. Except for the field-based Economic Development Representatives, the positions are generally located in the DRO’s downtown Denver office.

Below is an overview of available positions.

If you believe that you are qualified and are interested in supporting the communities across Denver’s 10-state region, please forward a resume and cover letter to jburton@eda.gov. In the subject line, place the following: DRO-Hiring (Position Code). Your resume should demonstrate expertise and experience directly reflecting how you can contribute to our team.

EDA – Denver Regional Office positions

Economic Development Representative - Position Code (EDR)

These field-based positions will support EDA’s permanent Economic Development Representatives in specific locations throughout Denver’s 10-state region. This position requires Economic Development Representatives to develop and implement significant new program strategies; analyze key business and industry policy questions and contribute to significant agency decisions, policy recommendations and positions. The incumbent will assist in planning and managing the delivery of high-priority economic development products and services which are central to the objectives of the Economic Development Administration. The incumbent will work closely with Federal and non-Federal partners for the purpose of revitalizing, expanding, and upgrading distressed communities' physical infrastructure in order to attract new industry, encourage business expansion and generate or retain long-term private sector jobs and investment.
In addition, at the direction of the permanent Economic Development Representatives, the incumbent may serve in an advisory capacity with the investment applicants and recipients and provide them with comprehensive technical and financial guidance to assure maximum and timely impact and results from EDA economic development investments. The incumbent will prepare and present reports and informational briefings and status updates to the permanent Economic Development Representatives and Area Director regarding program investment pipelines, applications, allocation management, Investment Review Committee actions, application approvals and post-approval monitoring and important issues as well as how the area team is meeting all Operational Guidance requirements.

**Economic Development Specialist - Position Code (EDS)**

This position requires Economic Development Specialists to manage the grants approval process (pre and post award); conduct research and analysis, and strategic planning.

Grants Management (Pre-Approval): Provide technical support for the solicitation and development of investment proposals. Review and process applications for funding. Identify deficiencies and work with applicants to resolve them. Analyze proposals to determine pros, cons, strengths and weaknesses with regard to EDA's investment strategy and funding priorities. Prepare and deliver presentations of investment proposals. Respond to questions regarding proposals, and provide suggestions for their improvement and guidance on their disposition in accordance with applicable regulations and policies. Ensure that necessary reviews and clearances are accomplished. Prepare and convey notifications of funding decisions. Properly maintain physical and electronic application files.

Grants Management (Post-Approval): Prepare and convey grant award documents. Conduct project management conferences with recipients to ensure a good understanding of award terms and conditions, and expectations for performance and compliance. Receive and review periodic financial and progress reports. Monitor awards for compliance, quality assurance, and successful implementation. Review and approve disbursement requests. Close out awards upon completion. Prepare for and assist with audits of project records. Properly maintain physical and electronic project files.

Research & Analysis: Conduct research of socio-economic data relevant to proposed and approved investments. Analyze socio-economic data to provide the basis for determining levels of economic distress in communities and regions, and to assess regional economic strengths, weaknesses, and trends.

Strategic Planning: Review state, regional, and local Comprehensive Economic Development Strategies (CEDS) for compliance with EDA’s guidelines and their relevance to proposed investments.

**Management Analyst - Position Code (MA)**

This position provides support to staff and management in a wide variety of administrative and technical programs. This position performs grant administration and processing activities, such as due diligence, data collection, reporting, financial support and other program activities.
Knowledge of Federal and agency regulations and policies related to program/operations is desirable. The ideal candidate has skill in analyzing and evaluating data, is detail oriented, and enjoys working in a compliance focused environment.

**Program Analyst/Revolving Loan Fund Coordinator - Position Code (PA)**

The incumbent works collaboratively to support the successful implementation of various EDA programs and initiatives focused on regional economic development. The incumbent provides assistance to higher-level staff on key activities associated with collection, management, and analysis of performance data and development and maintenance of data management systems. Most assignments will require advanced data analysis, mining, and visualization skills. Additional duties might include assisting in economic research, program evaluation, grants management, and other tasks in support of the bureau.

This position in particular supports coordination and administration of the Revolving Loan Fund (RLF) portfolio. The incumbent assists in the management of RLF projects throughout the full project lifecycle, including the pre-approval and post-approval award administration phases.

The ideal candidate has strong knowledge of revolving loan fund operations or like loan products including portfolio analysis and risk assessment.

**Civil Engineer - Position Code (CE)**

This position requires Civil Engineers with a wide range of engineering and, project management responsibilities. The incumbent will play a major role on a multi-disciplined team making recommendations to the Area Director regarding technical project feasibility and merits, and regarding all aspects of the construction of multi-million dollar projects, including management of development and implementation of strategies that anticipate customer needs, and the execution of vital change initiatives.

The incumbent is responsible for Construction Project Management; ensure conformance with acceptable engineering standards and all statutory and regulatory requirements; recommend appropriate action, to include changes to the EDA project scope of work; arrange for and participate in pre-construction conferences with representatives of the recipient and the construction contractors, outlining the duties of each during the construction and warranty period and explaining EDA policies and requirements to be followed in the implementation of projects; review recipients' final construction plans and cost estimates and other related documents for compliance with EDA policies and procedures; approve project scope according to applicable local, state, and federal codes and statutes; and monitor recipients' compliance with all applicable procedures and requirements which are prerequisite to solicitation of bids including, but not limited to, the requirements of Section 106 of PL 89-136, the Relocation Assistance Act, Flood Insurance Act, Clean Air Act, Davis-Bacon and related Acts, Civil Rights Act of 1964, Executive Order PL 90-480 concerning design of buildings for handicapped persons and all pertinent sections of the latest edition of EDA's Summary of Standards.