



## NC EDA Fellow Job Description

**Department:** Economic and Community Development  
**Reports to:** Regional Project Manager – Economic Development; Deputy Executive Director

### General Statement

The NCEDA Foundation Fellow will support regional economic development initiatives across Western North Carolina, including implementation of the EDA-funded Western North Carolina Economic Readiness Strategy and Implementation Plan. The Fellow will assist with research, data analysis, stakeholder engagement, and project coordination focused on post-disaster economic recovery, industry cluster development, and Foreign Trade Zone 301 (FTZ 301) program administration.

### Distinguishing Features of the Class

An employee in this class demonstrates a strong interest in regional economic development, resilience planning, applied research, and public engagement. The Fellow must work collaboratively with internal staff, local governments, higher education institutions, regional partners, and private-sector stakeholders. This position requires strong analytical skills, curiosity, attention to detail, and the ability to translate research into actionable insights.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Conduct research and data analysis to support the WNC Economic Readiness Strategy.
- Develop data visualizations and maps in collaboration with GIS staff.
- Organize, facilitate, and document stakeholder convenings and meetings.
- Prepare briefing materials, memos, and reports for regional partners and EDA consultants.
- Support development of regional industry cluster analysis in Mobility, Health, and Agriculture sectors.
- Assist with FTZ 301 program administration, marketing, and industry outreach.
- Provide administrative and marketing support for CarolinaWest Economic Development Alliance, including preparation for board meetings and regional updates.

#### Additional Job Duties

- Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Curiosity and willingness to learn
- Exceptional written and verbal communication skills, including public speaking
- Creative problem-solving abilities
- Ability to research and understand complex programs independently
- Familiarity with issues facing communities in Western North Carolina
- Proficiency in Excel, data analysis tools, and basic office software (Microsoft, Google Workspace)
- Knowledge of local, state, and federal government operations

#### Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

#### Desirable Education and Experience

Enrollment in or recent completion of a graduate program in Public Administration, Public Policy, Planning, Business Administration, Economics, or a related field. Experience in research, economic development, or community development is preferred.

#### Special Requirements

- Possession of a valid North Carolina driver's license.
- Some regional travel required

Land of Sky Regional Council - 2025

