

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Program Manager (Infrastructure) position. This is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$70,000, based on education and experience.

**Qualified applicants must submit a resume, cover letter, and a list of reference sources.**

Review of applications will begin immediately. **The deadline to apply is December 15, 2023.**

**[Apply Online](#)**

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**POSITION:** Program Manager (Infrastructure)  
**DIVISION:** Business Development/Regional Development Team  
**SUPERVISOR:** Jared Cooper  
**JOB LOCATION:** Oklahoma  
**SALARY:** \$60,000 - \$70,000  
**JOB NUMBER:** J-807

### **RESPONSIBILITIES:**

- Position is primarily responsible for coordinating and managing site information collection, infrastructure project coordination, and grant process assistance.
- Assist with infrastructure funding streams and resources.
- Develops guidance documents for infrastructure and site development opportunities
- Provide technical assistance and resources to develop and support regional economic development partnerships.
- Provide resources and expertise to communities and regional entities to assist them in developing comprehensive local entrepreneurship programs and small business development, including retail.
- Assist in workforce initiatives, connecting economic development professionals to workforce initiatives.
- Assist communities and local leadership with developing community and economic development projects.
- Deliver success stories to the Marketing Division for inclusion in the Success Stories Program.
- Liaison with other Commerce divisions in education and training, including Research, Community Development, and Oklahoma Main Street.



- Provide timely updates of activities to the Rural Services Director and input into the ODOC Customer Relationship Management (CRM) database.
- Other duties as assigned.

**KNOWLEDGE AND SKILLS:**

Must have demonstrated community management, communication, planning, and time management skills. The candidate must be conscientious and innovative. Knowledge of programs and opportunities about community funding opportunities and resources is strongly preferred. The ability to travel across the state and present educational training is required.

Must be an effective communicator who can motivate others and build strong working relationships with business leaders, communities, and service providers. The position requires high flexibility, good listening and cooperative skills, facilitative expertise, and team-building skills. In addition, candidates must possess high computer literacy, data entry skills, and strong written and oral presentation abilities.

**EDUCATION AND EXPERIENCE:**

Successful completion of a bachelor's degree in business, project/grant management, finance, political science, sociology, or a related field. Must have at least two years of building community education platforms

**OR**

An equivalent combination of education and experience may be considered. Candidates with project management, grant management and/or solicitation development experience may also be given preference.

Applicants must have a skill set related to economic development, community assistance, business assistance, project management, or public administration. EDI graduates or direct experience in business assistance, finance, business retention & expansion, community development, and economic development are preferred.

This position shall provide training to regions across the state of Oklahoma to provide the information and training for economic development growth. This is a full-time telework position while participating in events at Commerce as needed.

**AA/EOE**

