Economic & Financial Analysis Coordinator
Economic Empowerment Program

Reports to:	Director of Economic Empowerment
Job Classification:	Non-Exempt, Hourly
Salary:	$27.88 - $34.61 per hour ($58,000 to $72,000 per year) dependent on skills, qualifications, experience, & location
Schedule:	Full-Time, Monday - Friday (40 hours per week)
Location:	Remote/Hybrid with preference for qualified individuals located in the SBC service territory (Sierra Nevada) or adjacent counties.

About Sierra Business Council

Sierra Business Council (SBC) is a 501(c)(3) nonprofit organization catalyzing and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Our goal is a diverse, inventive, and sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunities for all.

Our Economic Empowerment program focuses on implementing programs that help advance prosperity, equity, and career pathways for communities in the Sierra Nevada.

Our company culture supports a passion for the environment, small businesses, advocacy, recreation, and the close-knit communities that characterize the region. We provide meaningful work in an environment that nurtures our team and supports a healthy work-life balance. While we are currently based out of Truckee, CA, our team members are located in communities throughout the Sierra region.

Position Summary

The Economic and Financial Analysis Coordinator will work on the Economic Empowerment Team with a focus on assisting the team with the California Jobs First Project; ensuring grant compliance with state and federal funded projects; assisting with economic analysis for development projects; and working with the team to identify potential opportunities in the economic development space. This position is industry sector agnostic; however, the ideal candidate will have familiarity and/or curiosity related to forested communities, wood product industries, recreation and tourism, and rural economies in general. We are looking for a motivated and passionate team member to help coordinate our current projects and build future opportunities.

This is a grant-funded position specific to the California Jobs First Project with no guarantee of continued employment beyond 9/30/2026.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

The Economic and Financial Analysis Coordinator is primarily responsible for assisting the Director of Economic Empowerment with grant reporting, monitoring and compliance, financial and data analysis using IMPLAN and JobsEQ software, industry specific research, translating economic data into intelligible stories, community outreach and engagement, and support services under SBC's economic empowerment programs.

Position elements include:

- Serve as primary point of contact for California Jobs First Catalyst project grant recipients to ensure timely and accurate grant reporting, invoicing, and supporting documentation.
- Support Economic Empowerment Director and Accounting & Finance department with California Jobs First Catalyst project grant monitoring including, tracking grant recipient progress, invoice review, budget management, and monitoring compliance.
- Assist with drafting of feasibility studies, regional plans, and economic impact reports.
- Research funding opportunities and assist team with grant application preparation.
- Develop relationships with regional NGOs, local governments, public agencies, and small businesses.

Other Economic Empowerment projects position may support:

- Sierra Small Business Development Center
- Sierra Economic Development District
- Ad hoc rural grant programs
- Special projects as needed

Travel within project region, including overnight is required

* Position overview is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Position may be required to perform other duties and special projects as assigned.

MINIMUM SKILLS & QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or economics (Master's degree is a plus)
- Minimum of 3 years of related work experience in a data or financial analysis position
- Strong analytical, critical thinking, quantitative, and problem-solving skills
- Proficiency in Microsoft Office with advanced Microsoft Excel financial modeling skills
- Solid understanding of economic principles with capacity to interpret and present complex data
- Meticulous attention to detail
- Collaborative, effective, and professional verbal and written communication skills
- Ability to work independently as well as with a team, to learn on the job, and to be flexible/adaptable
- Effective time management and organizational skills with an ability to meet or exceed deliverables
- Ability to develop strong, effective relationships with external stakeholders, and team members
- Must have the ability to maintain confidentiality and integrity of sensitive data and information
- Must be able to follow organizational policies and procedures

EMPLOYMENT REQUIREMENTS:

- A pre-employment background screening will be performed
- Must be able to provide proof of eligibility to work in the U.S.

PHYSICAL REQUIREMENTS & WORK CONDITIONS:

- Must be able to perform essential functions of the job satisfactorily

BENEFITS:

- Flexible Schedule
- Employer Paid Medical for Employee & Dependents
- Employer Paid Dental and Vision for Employee
- 401k Match
- Paid Time Off (PTO)
- Paid Holidays
- Professional Development

TO APPLY:

Please email your cover letter and resume to **careers@sierrabusiness.org** with the position title in the subject line.

Sierra Business Council is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment. We prohibit discrimination on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. We celebrate diversity and are committed to creating an inclusive environment for all employees.