



**U.S. DEPARTMENT OF COMMERCE  
ECONOMIC DEVELOPMENT ADMINISTRATION  
CARES ACT RECOVERY ASSISTANCE  
EMPLOYMENT OPPORTUNITIES  
April 17, 2020**

The [Economic Development Administration](#) (EDA) has identified more than 70 positions, see below, 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 across the nation.

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

In addition, interested candidates should send a cover letter and resumes and CVs to [EDAcareer@eda.gov](mailto:EDAcareer@eda.gov). Please indicate position interest and location.

**Supervisory**

Supervisory Positions

- GS-301-14, Chicago Regional Office (one position)
- GS-301-14, Denver Regional Office (one position)
- GS-301-14, Philadelphia Regional Office (one position)
- GS-301-15, HQ Office, Washington DC (one position)

**Economic Development Outreach and Administrative Support**

Economic Development Representative

- GS-1101-13, Austin Regional Office (two positions)
- GS-1101-13, Field Based (Indiana, Ohio, Wisconsin) report to Chicago Regional Office (three positions)
- GS-1101-12, Field Based (Kansas City, and any other state within EDA Denver region), report to Denver Regional Office (five positions)

Economic Development Specialist

- GS-1101-9/11/12, Atlanta Regional Office (one position)
- GS-1101-9/11/12, Austin Regional Office (three positions)
- GS-1101-9/11/12, Chicago Regional Office (one position)
- GS-1101-9/11/12, Denver Regional Office (one position)
- GS-1101-9/11/12, Philadelphia Regional Office (two positions)
- GS-1101-9/11/12, HQ Office, Washington DC (five positions)

#### Economic Development Assistant

- GS-0303-9, Atlanta Regional Office (one position)
- GS-0303-9, Chicago Regional Office (one position)
- GS-0303-9, Seattle Regional Office (one position)

#### **Program/Management Analysts**

##### Program Analyst, Revolving Loan Fund

- GS-343-12, Atlanta Regional Office (one position)
- GS-343-12, Austin Regional Office (one position)
- GS-343-12, Chicago Regional Office (one position)
- GS-343-12, Denver Regional Office (one position)
- GS-343-12, Philadelphia Regional Office (two positions)
- GS-343-12, Seattle Regional Office (one position)

##### Program Analyst, Economic Recovery Support Field Coordinator

- GS-343-13, HQ Office, Washington DC (two positions)

##### Program Analyst, Economic Development Integration

- GS-343-11, HQ Office, Washington DC (one position)
- GS-343-9, HQ Office, Washington DC (one position)

##### Program Analyst

- GS-343-11, HQ Office, Washington DC (one position)
- GS-343-9, HQ Office, Washington DC (one position)

##### Management Analyst

- GS-343-12/13, Denver Regional Office (one position)

##### Management Analyst, Human Capital Assistant

- GS-343-11, Washington DC (one position)

##### Management Analyst, Acquisition/Procurement

- GS-343-11/12, Washington DC (one position)

#### **Engineering**

##### Civil Engineer

- GS-0810-13, Atlanta Regional Office (one position)
- GS-0810-13, Chicago Regional Office (two positions)
- GS-0810-13, Denver Regional Office (one position)
- GS-0810-13, Philadelphia Regional Office (two positions)

#### **Legal Counsel**

##### Attorney Advisor

- GS-905-14/14, may work out of any EDA Regional Office or HQ Office (three positions)

## **Operations and Policy**

Enterprise Operations & Policy Advisor

- GS-301-14/15, HQ Office, Washington DC (one position)

## **Public Affairs and Communications**

Regional Public Affairs Specialist

- GS-1035-13, Atlanta Regional Office (one position)
- GS-1035-13, Austin Regional Office (one position)
- GS-1035-13, Chicago Regional Office (one position)
- GS-1035-13, Denver Regional Office (one position)
- GS-1035-13, Philadelphia Regional Office (one positions)
- GS-1035-13, Seattle Regional Office (one position)

IT Specialist, Webmaster

- GS-2210-12, HQ Office, Washington DC (one position)

Governor's Liaison

- GS-301-12/13, HQ Office, Washington DC (one position)

Intergovernmental Affairs Specialist

- GS-301-12/13, HQ Office, Washington DC (one position)

Correspondence Specialist

- GS-301-11/12, HQ Office, Washington DC (one position)

Grants Processing Specialist

- GS-11/12, HQ Office, Washington DC (one position)

## **Other Needs**

Budget Analyst

- GS-560-9/11, HQ Office, Washington DC (two position)

Economist

- GS-343-11 HQ Office, Washington DC (one position)
- GS-0110-9, HQ Office, Washington DC (two positions)

Training Specialist

- GS-1712-13, HQ Office, Washington DC (one position)

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