



## Commonwealth Economic Development Authority

P.O. Box 502149, Saipan, MP 96950  
Tel: (670) 234-6245/6293/7145/7146 | Fax: (670) 235-7147  
www.developcnmi.com



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**Announcement No.:** HR 2021-01  
**Opening:** Wednesday, September 8, 2021  
**Closing:** Friday, October 15, 2021, 4:00 P.M.

**Position:** Economic Development Manager, exempt  
**Annual Salary:** minimum \$70,000.00  
**Employment Term:** Two (2) Year contract, renewable  
**Location:** Saipan, Northern Mariana Islands

This position performs under limited supervision. It is tasked in developing strategies to market and promote the CNMI as an investment destination and shall be responsible for developing and implementing marketing plans to attract targeted types of investments. The incumbent shall conduct presentations for clients, potential investors, consultants, public officials, and the public and explore and manage relevant grant opportunities to support investment and economic development efforts and provide outreach to internal and external audience to create awareness of investment opportunities in the CNMI.

### DUTIES AND RESPONSIBILITIES

- Develops and implements innovative approaches, programs, and materials to enhance investment and economic development marketing
- Monitors industry trends, new marketing technologies, and marketing materials to provide accurate, relevant, and effective promotional collateral to enhance marketing efforts
- Verbalizes, illustrates document, and presents the advantages of locating new or expanded facilities in the CNMI based on specific requests and with customized responses
- Works independently as well as in collaboration with staff and relevant partners and service providers to develop and coordinate responses, materials, presentations, visits, and tours that will enhance interest, and investment in the CNMI
- Serves as the public relations contact for CEDA, and provides content for requests for articles, press releases, and other marketing materials
- Attends economic development and related events, both in person and virtually, as assigned and as determined to be valuable and/or cooperative opportunities with other organizations that can maximize marketing and recruitment efforts
- Reviews and updates the CEDA website, including economic, demographic, and industry information, site and building database, brochures, resources, assets, news, and events
- Works with marketing firm to upgrade and re-design the department's website and other print and digital marketing materials as needed.
- Works in collaboration with partners to enhance place-making efforts and programs in CEDA
- Serves, as needed, on relevant community and economic development committees and boards
- Research and comments on economic implications of legislations and applications
- Administers the Qualifying Certificate Program
- Performs other duties as assigned.

## **QUALIFICATIONS REQUIREMENTS:**

Graduation from an accredited college or university with a master's degree in marketing, communications, business, or related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities as determined to be acceptable by the Executive Director.

Minimum of four years of relevant experience.

## **KNOWLEDGE AND SKILLS:**

### **Knowledge of:**

- Operations, services, and activities of an economic development program
- Principles and practices of public administration
- Sources of information related to a broad range of business programs, services, and administration
- Economic development concepts and strategies
- Business, market, and economic indicators and trends

### **Ability to:**

- Coordinate a task force designed to respond to the economic development needs of the community
- Interpret and apply complex regulations, legislation, and guidelines
- Exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems
- Strong communication skills with the ability to lead
- Ability to deal with the public in a polite and professional manner
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications

## **BENEFITS**

- Annual and sick leave
- Health Insurance – subject to applicable government rates
- Life Insurance – 50/50 share
- 401(a) 4% agency matching with minimum 10% employee contribution

**NOTE:** Education and training claimed under item 16 of the Application for Employment must be substantiated by an official school transcript, diploma, or certificate.

**FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

The Application for Employment can be obtained in CEDA's website at [www.developcnmi.com](http://www.developcnmi.com) or at our offices in Saipan, Tinian, and Rota.

Saipan - CDA Building, Unti 205, Beach Road, Oleai

Rota - Tamara & Seven Brothers, Songsong

Tinian - Northern Marianas College, Bldg. B, Rm. E, San Jose

Applicants may submit their application by hand delivery or email.

Commonwealth Economic Development Authority (CEDA)

Subject: HR 2021-01

CDA Building Beach Road, Oleai, Unit 205

Saipan, MP 96950

Email Address: [admin@developcnmi.com](mailto:admin@developcnmi.com)



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## Application for Employment Checklist

	1	Ensure the Employment Application is completely filled and signed.
	2	The following must be submitted with your Employment Application
		a. Cover Letter and Resume
		b. High School Diploma or GED Certificate
		c. College Degree and or Official Transcript when claiming a Degree
		d. Police Clearance (criminal record – good within 90 days
		e. Certificates of Trainings/Workshops attended
		f. Professional or Occupational License (if related to the job applying for)
		g. Copy of Passport
		h. Copy of Valid Driver's License
	3	Application and required documents must be submitted on or before the closing date of the announcement. Should applicant be from outside the CNMI, it is recommended to submit Employment Application with required documents one day before closing date.



# COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer and Drug and Alcohol-Free Workplace

### GENERAL INSTRUCTIONS

Type or print all answers clearly. Answer all questions fully and accurately, sign, date, and return the application to CEDA Saipan Office for processing. You are encouraged to provide a resume with this application. Applicants must submit an original police clearance; a copy of the diploma of the highest education level achieved.

**1. POSITION APPLIED FOR:**

Announcement No: \_\_\_\_\_

Position: \_\_\_\_\_

**2. APPLICANT:**

Last: \_\_\_\_\_

First: \_\_\_\_\_

Middle: \_\_\_\_\_

**3. CONTACT INFORMATION:**

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**4. DO YOU HAVE ANY IMMEDIATE RELATIVE EMPLOYED HERE AT CEDA?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_

**5. CURRENT MAILING ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. CURRENT RESIDENCE AND STREET:**

\_\_\_\_\_

\_\_\_\_\_

**7. ARE YOU ABLE TO WORK IN THE U.S.?**

Yes \_\_\_\_\_ No \_\_\_\_\_

8. Do you already have an acceptable set of required documents to complete from I-9 CNMI to verify your authorization to work in the U.S. and specifically the Northern Mariana Islands?

Yes \_\_\_\_\_ No \_\_\_\_\_

**9. REASONABLE ACCOMMODATION:**

Do you agree that you will inform CEDA about how it could reasonably accommodate any special need you may have now or in the future?

Yes \_\_\_\_\_ No \_\_\_\_\_

**10. ARE YOU 18 YEARS OLD?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**11. SELECTIVE SERVICE:**

If you are a male between the ages of 18 and 26 and is required to register with the Selective Service, you agree to ensure you are registered with the Selective Service before your first workday, if offered a position?

Yes \_\_\_\_\_ No \_\_\_\_\_

Or Not Applicable \_\_\_\_\_

**12. START DATE, IF SELECTED:**

When are you available?

\_\_\_\_\_

**13. HAVE YOU EVER:**

A. In the last five years, have you been terminated for any reason?

Yes	_____	No	_____
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B. In the last five years, have you quit a job to avoid termination?

Yes		No	
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C. Been convicted of any criminal offences and or traffic violations?

Yes		No	
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If you answered yes, to any of the questions in this section, please explain.

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**14. SPECIAL QUALIFICATIONS:**

Special qualifications, certifications, licenses, etc. related to this job you are applying for or interested in:

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**15. LANGUAGE SKILL(S):**

List the Languages you know	read	speak	write	understand

**16. EDUCATION AND TRAINING**

Place and "X" next to all that is appropriate. Then be sure to provide official transcripts or show original documents upon application submission.

<input type="checkbox"/>	No high school
<input type="checkbox"/>	High school diploma or equivalent
<input type="checkbox"/>	Some vocation training
<input type="checkbox"/>	Vocational "diploma"

<input type="checkbox"/>	Some College, credit hours completed _____
<input type="checkbox"/>	Associate degree in _____
<input type="checkbox"/>	Bachelor's degree in _____
<input type="checkbox"/>	Some Graduate school
<input type="checkbox"/>	Master's degree in _____
<input type="checkbox"/>	Doctorate degree in _____
<input type="checkbox"/>	Licensed professional as a(n) _____
<input type="checkbox"/>	Other, please specify _____

**15. PREVIOUS POSITIONS:**

This section is to be completed even though a resume is attached. Start with the latest employment and continue with earlier employment and or employment most applicable for the position applying for.

**Latest company:**

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Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Latest Position: \_\_\_\_\_

Latest Salary: \_\_\_\_\_ per hour

Starting Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ per hour

Name and Contact No. of Immediate Supervisor: \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving Company: \_\_\_\_\_

Description of Work: \_\_\_\_\_

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**Second company:**

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Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Latest Position: \_\_\_\_\_

Latest Salary: \_\_\_\_\_ per hour

Starting Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ per hour

Name and Contact No. of Immediate Supervisor: \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving Company: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Third company:**

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Latest Position: \_\_\_\_\_

Latest Salary: \_\_\_\_\_ per hour

Starting Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ per hour

Name and Contact No. of Immediate Supervisor: \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving Company: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**16. REFERENCE:**

Please provide at least three persons (not related to you) who have worked with you or who have knowledge about your job qualifications.

A. Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

B. Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

C. Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**17. APPLICANT'S CERTIFICATION AND AUTHORIZATION:**

I hereby affirm that the information provided on this application (and accompanying resume if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal (from employment) if discovered at a later date. All statements made in this application are subject to investigation, including a check of court records and contact with former employers.

I hereby agree to submit to any lawful drug, integrity, or skill testing that may be required as a condition of employment, and understand that unless otherwise prohibited by law, refusal to submit to drug testing during the course of my employment may result in discharge pursuant to the CNMI Alcohol and Drug Free Workplace program.

**CERTIFICATION**

I certify that I have read and understand the foregoing paragraph. I further certify that all the answers and statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. My signature below authorizes the release of court and employment documents and references upon request of the Commonwealth Economic Development Authority or the Head of the Department or activity considering my application.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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