

Advertisement:

Economic Development Officer

The Village of Ellenville, NY seeks Economic Development Officer. Ability to access resources, think creatively, and believe in Ellenville's economy are necessary qualifications. Part-time position of 20 hours per week will be charged with developing new business leads, assisting existing businesses and managing the small business incubator.

Qualified candidates should possess a Bachelor's Degree in business or public administration, economic development, urban planning, or a closely related field. More information can be found on www.ellenvilleny.org.

This is a part-time, permanent position. The Village of Ellenville is an Equal Opportunity Employer. Qualified candidates interested in employment in this title should forward a letter of interest, resume and work sample to:

The Ellenville Economic Development Corporation
Attn: Nikki Koenig Nielson, Interim Economic Development Officer
Village Government Center
2 Elting Court
Ellenville, NY 12428

Job Summary:

The Economic Development Officer will oversee the Village of Ellenville Economic Development Agency. The specialist will oversee a program aimed at creating jobs and sustainable wealth by empowering and investing in the ingenuity and creativity of the people of Ellenville. This program will also assist in the diversification of the local economy and the revitalization of downtown Ellenville in support of its long-term economic viability and help to expand the real estate tax base. This goal is supported by providing assistance to existing employers to help them become more competitive, encouraging new employers from within the community, and attracting new employers from outside the community.

Supervision

The Economic Development Officer will report to the Ellenville Local Development Corporation Board.

Core Responsibilities:

Monitor the Micro-Enterprise Program recruitment process (18 month program). This program exclusively serves Low to Moderate Income persons and includes:

- Management of the small businesses incubator space. This space supports small business development, particularly professional and service sector businesses.
- Responsible for intake and evaluation of businesses for the Micro-Loan program. This program is designed to empower people in Ellenville to create their own employment and/or expand their business and create new jobs. It targets the Canal and Center Streets Commercial Corridor and is focused on creative industry businesses led by youthful and/or women and minority entrepreneurs.

Manage the ELDC Revolving Loan Fund process including:

- Technical/Application Assistance to business owners
- Tracking of Loan Process
- Working with SBDC to provide business technical assistance and ongoing education
- Reporting status to ELDC Board

Facilitate the ELDC outreach process to major employers in the Ellenville/Wawarsing area with a particular focus on the following industries:

- Health Care
- Hospitality/Tourism
- Manufacturing

Provide outreach to Artists, the constituents of the Farm Market, and youth. Identify and facilitate connections with appropriate resources.

Tasks

Identify, develop, and evaluate business strategy for which businesses to target, based on knowledge of Ellenville objectives and characteristics.

Identify and coordinate with business development resources (e.g. SBA and SBDC) to assist businesses in the Micro-Enterprise Program as well as help support retention of existing businesses.

Record and track business leads, existing businesses, and sites in a database.

Recommend approval, denial or conditional approval of proposals.

Advise planning officials on project feasibility, cost-effectiveness, regulatory conformance, and possible alternatives.

Prepare correspondence, detailed analytical documents, prepare and conduct presentations for Town Boards and provide project status reports in order to communicate program activities, explain complex ideas, and recommend alternatives.

Coordinate work activities and program functions with other County departments and resource, and other organization involved in economic development.

Participate in various economic and community committees as required. Attend community and economic development conferences and seminars on the City's behalf.

Tools & Technology – must be able to use

Tools

- Computer/laptops
- Cell phones
- Scanner
- Digital Camera
- Calculator
- Copy and Fax Machine

Technology

- Electronic mail software — Microsoft Outlook
- Project management software —Microsoft Project
- Lead tracking Customer Relationship Management (CRM) or Contact Management software – e.g. ACT
- Desktop Word Processing and Presentations —Microsoft Word and Powerpoint
- Spreadsheet software — Microsoft Excel

Knowledge

General Business Principles including Sales and Marketing. Administration and management, Personnel and Human Resources, and Customer and Personal Service

Knowledge of and ability to speak English. Ability to speak Spanish also is preferred.

Community Development Process.

Abilities

Ability to communicate and work effectively with regional, state, federal, and local officials, civic and grassroots organizations, representatives from business, and individuals from a variety of backgrounds.

Ability to recognize problems, analyze conditions, gather information, and plan, coordinate, and conduct research projects necessary for carrying out economic development.

Ability to analyze community improvement needs and to plan and coordinate community development activities.

Ability to prepare and operate under a budget.

Thorough knowledge of the federal and state grant process from application through implementation.

Knowledge of laws and regulations pertaining to community development programs.

Ease with and acceptance and understanding of a diverse set of cultures.

Work Context

Ellenville is located in the Rondout Valley between the picturesque Shawangunk Ridge and the scenic beauty of the Catskills. The Village has a vibrant group of dedicated citizens at its core working to develop the sustainability of the local economy.

This job entails using email, computer programs, and other related technology. Ability to use and be comfortable spending time on a telephone is necessary. In order to perform well much contact with others is involved be it face-to-face, by telephone, or otherwise. There is much contact with the public.

The typical work week is 20 hours. Priorities and goals will be set, but the economic developer will have to structure the tasks needed to achieve these goals and priorities.

Making day-to-day decisions is a large part of this job. Such decisions will affect the livelihoods of people and the financial resources of the Village and thus should not be entered into without serious consideration and justification.

Letter, memos, and reports will be required to communicate with constituents ranging from business owners to the Village Board.

A fair amount of time is spent traveling throughout the Village, accessible by foot, movement to pertinent sites is required. The job requires on site interactions, generally business casual, and has no known environmental job hazards. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Women and minorities are encouraged to apply.

Minimum Qualifications

Education: Bachelor's Degree in business or public administration, economic development, urban planning, or a closely related field. A Master's Degree in one of the fields outlined above is preferred.

Experience: Experience in economic or urban development, business, or marketing, including project management experience, and administrative experience.

Certifications: Membership in a related professional organization is highly desired

Skills/Abilities: Must possess knowledge, skills, abilities listed in the job description.