

## Title

Economic Development Specialist I

## Introduction

Powell, Wyoming is a wonderful place to live and work. It is a safe community to ride bikes and take a stroll downtown to shop, get a coffee, or a microbrew. Our idyllic downtown is “picture perfect.” Cultural events happen at Plaza Diane Center for the Arts, local museums, public libraries, and Northwest College. Powell, Wyoming is your Gateway to Yellowstone country.

## Position

Economic Development Specialist I will collaborate with the Executive Director to lead the business community and government to create wealth, jobs, and improve the quality of life consistent with the culture and environment of the Powell Valley for the benefit of all citizens.

## Candidate Characteristics

The ideal candidate will have the highest of ethical standards, integrity, and confidentiality. Additionally, they will lead with empathy so that our local government partners, business community and visitors are heard, valued, and respected. The candidate should like check lists and enjoy completing tasks.

## Candidate Skills

The ideal candidate will have the following skill sets.

Organized	Excellent Verbal Communication Skills	Applied Research	Expert in Microsoft Office
Prepared	Solid Presentation Skills	Process & Planning Skill Sets	Experience with multiple CRM software
Detail- Oriented	Excellent Written Communication Skills	Data- Driven Measurement and Evaluation	Understand Cloud-Based Software

## Essential Duties & Responsibilities

- Understand the mission, vision, and goals of the organizations and actively seek ways to use your skills for the betterment of the community within the *Economic Development Specialist I* job description. Duties include, but not limited to:
  - Regular participation at PEP’s meetings, events and outreach
  - Advocate for businesses, community members, and visitors
  - Represent PEP’s position on key community issues

- Willingness to seek diverse opinions from community members
- Supply the best service to local government partners, business community and visitors within our organization's mission, vision, and strategic priorities.
- Maintain current relationships and develop new contacts with landowners, developers, site selectors, and realtors.
- Work with the Executive Director to strengthen relationships with the City of Powell, County Commissioners, Park County Travel Council, business community, Small Business Development Network, Wyoming Business Council, and Wyoming Department of Workforce Services.
- With the supervision of the Executive Director, aid with research, planning, organizing, and coordinating the implementation of PEP's economic development strategies for business recruitment, retention, expansion, and entrepreneurial development.
- With the supervision of the Executive Director, aid with research, planning, organizing, and execution of PEP's ten programs within the *Economic Development Specialist I* job description. The programs are membership, agriculture, promote Powell, Frontline, Outdoor Rec, AmeriCorps, Advocacy, MakerSpace, Arts, Recruitment & Relocation.
- With the supervision of the Executive Director, collaborate to maintain and develop economic, demographic and industry specific statistical data.
- With the supervision of the Executive Director, promote the Powell Valley as a prime location for business expansion, relocation and talent recruitment.
- With the supervision of the Executive Director, supply business aid and survey business owners to understand pain points.

## Work Environment

Full-time on-site position at the Powell Economic Partnership/ Powell Chamber/ Powell Visitor Center. Minimal travel is required for conferences 1 to 2 times/ year. Some weekend hours are required for PEP sponsored community events.

Must be able to physically stand for extended periods of time, negotiate stairs, and lift and carry boxes up to 50 lbs.

## Experience & Requirements

Bachelors degree from an accredited College or University in Business Administration, Public Administration, Finance, Economic Development, Marketing, Planning, related field or equivalent job experience in Community Development, Economic Development, Planning or Marketing.

## Salary

\$45,000 - \$48,000 based on experience

## Benefits

- Family gym membership at a local gym
- Paid professional development, after one year of employment
- Three weeks paid time off – 2 weeks at any time, third week between Christmas and New Years
- Employer Health Care Saving Plan contribution \$340/ month
- Employer funded Retirement plan 4.5% of salary.

## Equal Opportunity Employer

Employment at Powell Economic Partnership is at will for both the employer and employee. Powell Economic Partnership is an equal opportunity employer.

Email your resume and cover letter to Rebekah Burns, Executive Director of PEP/ Powell Chamber/ Powell Visitor Center [Rebekah.Burns@powellchamber.org](mailto:Rebekah.Burns@powellchamber.org)