

# IOWA STATE UNIVERSITY

## Extension and Outreach

### **Job Description:**

### **Community and Economic Development Coordinator**

#### **OBJECTIVE:**

The Community and Economic Development Coordinator will stimulate the revival of local economies in Jasper, Mahaska, and Marion Counties by building and strengthening ISU Extension and Outreach partnerships with businesses and community organizations; and by creating and facilitating multi-community collaborations; and implementing programs that assist small businesses and community nonprofit organizations in the three-county area.

#### **RESPONSIBILITIES**

- Builds community collaborations and professionally represents ISU Extension and Outreach in local communities of the three-county area.
- Plans, coordinates, markets, and implements multi-county educational programming, in collaboration with other community organizations.
- Teaches workshops and leads group processes, with support by ISU Extension program specialists and staff.
- Successfully manages project budgets.
- Supports and initiates strategies to develop volunteer networks.
- Maintains a positive working relationship with staff and clients in the counties.
- Continually develops relevant skills and maintains current professional standards.
- Provides monthly written progress updates to supervisor and county Extension Councils of activities, programming, and impacts.
- Manages local data collection and reporting in a timely manner.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Content knowledge and experience in at least one area of small business development or nonprofit management
- Strong written and oral communication skills
- Evidence of salesmanship or advocacy skills
- Evidence of good organizational skills
- Team player and people-oriented
- Problem-solver and self-starter
- Ability to work occasional evenings and weekends
- Evidence of effective program delivery or teaching, either formal or non-formal
- Proficient in Microsoft Word, PowerPoint, Internet and e-mail applications.
- High school diploma with minimum three years relevant experience
- Valid driver's license and reliable transportation for frequent travel within the three-county area

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### **PREFERRED QUALIFICATIONS**

- Bachelor's degree with additional years of relevant experience
- Demonstrated record of establishing new programs or projects
- Successful experience securing program funding through grants or partnerships
- Experience working cooperatively with boards and diverse groups

**SUPERVISOR:** Regional Director

This position is funded for a minimum of three years, and may be renewed.

Send resume, application, references and cover letter to: Attn: Sherry Ford at [welcher@iastate.edu](mailto:welcher@iastate.edu), or mail to: Jasper County Extension, 550 N 2<sup>nd</sup> Ave W, Newton, IA 50208

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