

Community Development Coordinator

Part-time position (20-hours per week) with focus on securing grant support for various town initiatives. Promotes, and negotiates community planning and development projects. Position reports to the Town Manager.

Duties, including, but not limited to:

- Provide administrative support on various improvement projects that are in progress and/or being implemented in Hardwick
- Prepare grant proposals and applications, contracts, and other necessary documents for projects. Identify alternative resources to fund the position moving forward
- Provide administrative support for Town Economic Loan Fund program
- Serve as an advocate for economic development compatible with the Town Plan and Zoning Ordinances, and planning initiatives at local and regional level
- Provide information and/or make presentations to Boards, Commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services, and plans, to include use of social media platforms for information distribution
- Assist with the development of short and long term economic and community development goals, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals
- Work with other Town Departments, Boards, Committees, and various local, State, and Federal agencies such as Chamber of Commerce, Regional Planning Commission, VT ACCD, VT USDA, HUD, NVDA, NBRC, Regional Housing Agency, and other similar entities
- Other tasks as assigned that will benefit the growth and well-being of the Community

Qualifications and minimum requirements: College degree with demonstrated experience administering and securing grant awards. Candidate assigned must be a self-starter with demonstrated experience. Excellent written and verbal communication skills. Position will involve a combination of work time from the municipal office building and field office location for the individual assigned to the role.