

Community Development Coordinator - Town of Hardwick, Vermont

Part-time position. The Community Development Coordinator facilitates, promotes, and negotiates community planning and development projects.

Qualifications Required:

- Experience with writing and managing grants
- Bachelor's Degree or equivalent experience
- Experience working with municipalities/non-profits
- Excellent written and verbal communication skills
- Ability to work in-person and virtually

Duties:

- Provide administrative support and oversight 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 the noted projects. Identify alternative resources to supplement funding the advancement of the position moving forward to become a $\frac{3}{4}$ or full-time position.
- 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 general public on economic development issues, programs, services, and plans. Will include use of popular social media platforms for information distribution.
- Assist with the development of short and long term economic and community development plans, 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.

Position reports to the Hardwick Town Manager