



Community Heart & Soul Coordinator/Garfield County ADO Manager

Date: Posted January 15, 2025

Reports to: Executive Director (SEWEDA), Mayor (City of Pomeroy)

Pay Rate Range: \$25 to \$28 per hour

Position Type: Part time, 35 hours per week

Job Description

This dual role position requires excellent human relations skills, extensive knowledge and commitment to issues pertaining to rural economic development and familiarity with public and private sector programs that serve business, industry, and government in Washington. A track record suggestive of energetic and innovative experience in effectively interacting with community and industry leaders, as well as elected and appointed public officials is also required.

Essential duties of Community Heart & Soul Coordinator (Up to 10 hours per week)

- Design, schedule, advertise, and manage all Heart & Soul-related meetings and events.
- Develop and manage strategies for achieving Heart & Soul Milestones, and create opportunities to celebrate successes along the way.
- Complete formative assessments and any additional project documentation at the end of each phase.
- Develop and maintain regular communication with all constituents.
- Manage and maintain project records including communication materials, strategic documents, meeting minutes, public meeting summaries, etc.
- Manage and maintain financial records and budget, grants, and any other additional contracts for the Heart & Soul process.

Essential duties of Garfield County ADO Manager (Up to 25 hours per week)

- Initiates and implements strategies for retention and expansion of our existing businesses, attracting new businesses along with furthering development of infrastructure, tourism and leadership.
- Initiates and completes the work assigned under the Washington Department of Commerce Associated Development Organization contract for the county.
- Gather data to prepare statistical, informational, and promotional reports and contribute to the Comprehensive Economic Development Strategy Report.
- Informs the SEWEDA Executive Director and Board of Directors through written reports on the progress of the Manager's program activities and initiatives as assigned.
- Attends key meetings/events within the county as needed to maintain knowledge and to network with officials regarding economic development issues.
- Provides educational outreach for building capacity for retaining and expanding businesses within the County. Undertakes other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities

- Exceptional written and verbal communication skills will be critical as you meet with diverse communities of stakeholders, the public, internal staff and colleagues from across the state.
- A clear understanding of the critical role of small business and their operations. Leadership, business management, marketing skills.
- Ability to prioritize.
- Detailed and organized especially in budgeting and conducting research. Effectiveness with voluntary boards.
- Experience with community and economic development. Proficient in Microsoft Office Suite.

Physical and Working Environment

- Occasional light physical demands to include bending, twisting, turning, and light lifting.
- Working environment is expected to be primarily indoors in an office setting. Visits with stakeholders at their place of business will be required.
- Occasional evenings and weekends.
- Travel is required. Please Employee Handbook for travel reimbursement policy.