

Independent Contractor Wanted

Economic Development Coordinator:

Woodstock Economic Development Commission, Town of Woodstock, Vermont

General Description:

The Woodstock Economic Development Commission (WEDC) seeks an independent contractor to support economic development initiatives in Woodstock, Vermont.

The Economic Development Coordinator will work with the WEDC to execute the strategic plans and initiatives set forth by the Woodstock Economic Development Commission.

Anticipated activities that will lead to success include, but are not limited to:

- Through in-person meetings and a variety of communications, work closely with local community organizations, government officials, property owners and businesses
- Develop and promote “why move your business to Woodstock” presentation and support package
- Conduct proactive outreach to area/regional businesses that represent a ‘good fit’ relative to gaps and vision
- Primary WEDC point-of-contact to assist entities that have expressed interest in opening a business in Woodstock and to existing businesses
- Provide administrative support to the EDC, including, but not limited to, coordinating meetings, tracking Options Tax finances, posting agendas and minutes, and providing communication efforts through website, social media, newspaper, listserve, etc.
- Provide administrative support for projects and initiatives of the EDC through research, correspondence, completing relevant applications, organizing stakeholder meetings and follow up activities
- Maintain a database of commercial properties available for rent, sale and/or development.
- Maintain a database of all businesses and organizations doing business in Woodstock
- Make relevant referrals to technical assistance agencies such as Vermont Small Business Development Center, Vermont Agency of Commerce, etc.
- Manage the EDC grant and loan funding process, including advertising the availability of funds, receipt of applications, notices to applicants, the disbursement of funds and the reports on projects funded
- Involve the Woodstock community in WEDC’s efforts
- Oversee and contribute to WEDC communication and outreach efforts through website, social media, newspaper, listserve, etc.
- Represent WEDC at monthly Select Board meetings
- Work independently from a home office or co-working space managed by the Optimist Center in Woodstock.

The Mission of the Woodstock Economic Development Commission

The goal of the Woodstock Economic Development Commission is to plan and implement sustainable economic development in the Woodstock area. The WEDC is tasked with the following:

- To encourage and help existing and new businesses prosper, create more job opportunities, and become more environmentally conscious
- To make this a livable and welcoming community for a diverse, multi-generational population,
- To promote a welcoming, sustainable Woodstock area
- To improve and make the best use of land, buildings and other physical infrastructure, and
- To develop tools to promote a sustainable economy

THE IDEAL CANDIDATE

The ideal candidate should be an independent, proactive individual with a background in community development and civic organizations. Specifically, the Economic Development Coordinator should:

- Be independent and capable of juggling direction and information from a wide number of sources
- Possess solid organization and communication skills (both written and verbal)
- Be an entrepreneurial, dedicated professional who views the needs of the community as his/her own
- Have a respect for and understanding of a community with a long and rich history
- Skilled in prioritizing and managing multiple tasks
- Be adept and intelligent in relation to strategic planning while also be willing and able to execute mundane tasks that are necessary for the operations of the organization and the implementation of programs
- Be comfortable and well skilled in hardware and software applications necessary to complete the tasks, including expertise in MS Word, Excel and PowerPoint, file sharing using Google Drive or Dropbox, telecommunications using email, Skype, Google Hangout, and experience with content management systems such as WordPress or Squarespace, and comfortable using digital projectors and teleconference systems
- Be driven by both intellectual and creative curiosity
- Demonstrated experience working successfully in a supporting role, helping an organization achieve its goals and objectives

ADDITIONAL CONSIDERATIONS:

The Economic Development Coordinator will live within 20 miles of Woodstock and work as an independent contractor, providing services to the WEDC on a contractual basis, for a renewable, one year contract. The Coordinator will not be an employee of the Town of Woodstock and will control the manner and means in which he/she conducts his/her work. The monthly retainer will be the equivalent of 20 hours per week. The WEDC will manage the contract and relationship on behalf of the Town of Woodstock (Town). Reasonable and customary administrative expenses such as printing and photocopying will be borne by the Town according to a budget established by the Coordinator and approved by the WEDC.