



Job Title

Hayes County Economic Development Coordinator

Summary

The Hayes County Economic Development Coordinator is a key contributor to the process of identifying and developing new and existing business growth in Hayes County. As such, the person filling the position must have a positive attitude, be passionate about the growth in Hayes County, and be an excellent communicator.

Position will be part-time (minimum 20 hours/maximum of 40 hours/week) with opportunity to grow into full-time and will pay up to \$20/hour. Starting salary is commensurate upon qualifications and skills. Benefit package negotiable.

Reporting Structure

Reports to the President of the Hayes County Economic Development Board.

Duties & Responsibilities

Promotes Hayes County and the community of Hayes Center to businesses and individuals to attract them to expand an existing business or relocate to Hayes County.

Distributes Hayes County Information Packets to and follows up with businesses or individuals interested in learning more about Hayes County.

Works with local investors to promote new and existing business growth.

Works with the Hayes County Foundation Board to establish a deposit account within the Foundation's framework, which would be controlled by separate committee with the oversight of the Foundation Board. This would accommodate donations and investor funds to promote new and existing business growth in Hayes Center and Hayes County.

Maintains/updates the Community of Hayes Center web site. Interacts with local clubs and organizations to ensure information is current on the web site.

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Utilizes social media to promote the Community of Hayes Center web site, local businesses and organizations, and community events.

Promotes Hayes County and economic opportunities through news media including newspaper, radio, and television.

Writes a quarterly newsletter regarding economic development activities and makes presentations to various organizations, company officials and other groups as needed.

Maintains files of the Hayes County Economic Development Board and an updated list of all properties and buildings available in Hayes Center and surrounding area.

Attends meetings and interacts with Hayes County Economic Development Board, Village of Hayes Center Board, Planning Commission, Hayes Center Public School Board of Education, Hayes County Board of Commissioners, Nebraska Department of Economic Development and other appropriate organizations, boards and commissions. Networks with other economic development corporation personnel.

Interacts with Hayes Center Public Schools to keep apprised of school activities, achievements and enhancements to effectively promote Hayes Center Public Schools to prospective families and businesses.

Actively searches for grants that will benefit the community and collaborates with grant writers to apply for and obtain those grants.

Attends seminars and/or educational classes concerning economic development as directed by the Hayes County Economic Development Board.

Promotes the village of Hayes Center, takes on the role of a community leader, and understands and provides resources and direction to prospective businesses, families and individuals seeking residence and/or employment.

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The HCED Board and the Coordinator will work together to:

Engage local experts who can provide classes on writing a business plan, using accounting and other computer programs that cater to small and emerging businesses.

Survey local business owners and entrepreneurs to identify needs, determine appropriate training and workshop topics, and encourage both established and new business owners to attend such classes and workshops.

Network to identify businesses poised for expansion.

Assist businesses in the district one-on-one and teach businesses to utilize workforce training grants and other training.

Qualifications

The requirements listed below are representative of the knowledge, skills, and/or ability required. Equivalent combinations of education and experience may be substituted for the levels of education and experience required.

Education and/or Experience:

Preferred: Four-year degree or business degree with related experience.

Communication Skills:

Must be able to read, write, and comprehend the English language.

Must have excellent written and verbal communication skills.

Must be effective and comfortable speaking with prospective business representatives and individuals.

Other Skills:

Computer proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.), accounting software, Adobe, web tools, social media, etc.

Must be detail oriented, organized, and able to prioritize and work independently.



Statement of Understanding

I understand the description of this job and the essential job functions as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by the supervisor.

Signature: _____ Date: _____

Print Name: _____