

REQUEST FOR APPLICANTS
Jefferson County Development Authority
PROGRAM COORDINATOR FOR AG ECONOMIC DEVELOPMENT INITIATIVES
PART-TIME CONTRACTED

Overview

To perform planning, project coordination, and resource development services to grow and support economic growth in Jefferson County's agriculture sector. The position will enhance JCDA's ability to assess agricultural needs and assets; secure and promote economic development resources—such as technical assistance, grants, tax incentives, and loans; and coordinate community-building for food, farm, and agritourism entrepreneurs and businesses.

The position is a part-time contracted position and is a 10-month grant funded program (funds are not secured to fund the position beyond the 10-month pilot grant period at this time). Selected coordinator will be released from his/her contract at the end of the 10-month period regardless of future funding. If funded beyond the 10-month period, selected candidates will be able to apply for either full-time, part-time, fully employed or contracted positions if applicable. The selected coordinator will begin by working under supervision to create a plan for developing and funding JCDA's Agriculture Development Initiative,

CANDIDATE RESPONSIBILITIES

1. Develop an action plan for JCDA's Agriculture Development Initiative as aligned with the JCDA's strategic plan and supported by the Agricultural Committee of JCDA's board of directors.
2. Facilitate an agricultural development study.
3. Build an economic development tool kit for agriculture to include training, technical assistance, and grant and loan programs.
4. Support and add resources to the promotion of promoting local food, farm, and agritourism.
5. Network, develop and solidify partnerships; collaborate with businesses, lenders, and local, state, and federal agencies to promote agricultural development in Jefferson County.
6. Cooperate with the WVU Extension Service, West Virginia Department of Agriculture (WVDA), Small Business Development Center, and other organizations to coordinate public outreach programs for farmers, and with elected officials and the public on issues of agricultural development.
7. Prepare grants and proposals and all related tasks to securing and administering grants to ensure the viability of this Agriculture Development Initiative.
8. Support land-use planning consistent with providing opportunities for the agriculture community to diversify and be sustainable, and coordinates with the County Planning Department and other agencies to achieve this goal.

Qualifications: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
Experience: Some technical experience in area of assignment is desirable. Training: Equivalent of a High School Diploma. College equivalent of a Bachelor's degree from an accredited college or university is preferred (but not required).