



**JEFFERSON COUNTY**  
DEVELOPMENT  
AUTHORITY

1948 Wiltshire Rd., Suite #4  
Kearneysville, WV 25430

304.728.3255  
jcda.net

*WHERE BUSINESS FEELS AT HOME*

## **Economic Research Fellowship Job Description**

Location: 1948 Wiltshire Road, Suite, 4, Kearneysville, WV, 25430

Application Deadline: 15-Dec-23 (12:00 AM, Midnight, Eastern Standard Time (EST))

Type of Contract: Fellow

Duration of Initial Contract: Spring Semester 2024

Expected Duration of Fellowship: Semester

## **Background**

The current strategic goals of the JCDA are:

1. Recruit new businesses to Jefferson County.
2. Support the sustainability, growth, and expansion of existing businesses and industries in Jefferson County.
3. Market and promote Jefferson County as a great place to do business.
4. Increase and diversify funding sources to support operations, programs, and future business-building initiatives.
5. Advocate for infrastructure resources, policies, and legislation directly impacting economic expansion and business growth in Jefferson County.
6. Establish strong strategic partnerships with municipalities, economic development organizations, community stakeholders, and regional and state partners to facilitate optimal economic development planning and growth.
7. Strengthen organizational effectiveness through stronger governance.

The fellow will play a key role in helping the JCDA accomplish these goals.

## **Duties and Responsibilities**

- Conduct economic research and analysis.
- Create visual representations of data.
- Present research and analytical findings to staff.
- Collaborate with other staff members when necessary.
- Participate in monthly meetings.
- Digitize and organize company files.
- Other duties as assigned.

## **Competencies**

- Excellent written and verbal skills.
- Self-motivated.
- Ability to work independently.
- Ability to manage diverse and complex tasks.

## **Interpersonal Communication**

- Communicates clearly in both spoken and written forms.
- Active listening skills.
- Ability to tailor language, tone, style, and format to match the audience.
- Discretion and ability to maintain sensitive information.

## **Teamwork**

- Ability to work collaboratively and effectively with colleagues.
- Willingness to learn from others.
- Support and act in accordance with the final group decision.
- Value of others' ideas and expertise.
- Shares credit for team accomplishments.

## **Required Skills and Experience**

### **Education:**

- Must be in their junior or senior year of undergraduate school or seeking an advanced degree through Shepherd University.
- Targeted fields of study: communications, economics, marketing, political science, agriculture, tourism, and or other relevant fields of study.

### **Experience:**

- Interested in public policy, specifically economic development.
- Demonstrated the ability to successfully interact with individuals of all cultural beliefs and backgrounds.
- Excellent analytical skills and experience in research.
- Strengths in drafting and editing documents.
- Proficient in Microsoft Office/ Adobe suites, Canva, etc.

### **Fellow Conditions**

- On-site at the Jefferson County Development Authority and throughout the County.
- Part-time commitment of 10-15 hours a week.
- Compensation of \$17.00 per hour.
- Reports to the executive director of the Jefferson County Development Authority.