

Fellowship Job Description

Location: 1948 Wiltshire Suite 4, Kearneysville, WV 25430

Application Deadline: Friday, October 24, 2025, 4:30 p.m. EST

Type of Contract: Fellow

Duration of Initial Contract: Spring Semester 2026

Expected Duration of Fellowship: Semester

Submit Applications to: Krista Hoffman via email at khoffman@jcda.net

Background

The current strategic goals of the Jefferson County Development Authority (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

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 enrolled full-time at either Shepherd University or Blue Ridge Community & Technical College.
- Targeted fields of study: communications, economics, marketing, political science, agriculture, tourism, 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 Acrobat, Canva, etc.

Fellow Conditions

- On-site at the Jefferson County Development Authority with potential for travel in Jefferson 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.