

Sample Job Description

Valley County Economic Development Board

Business Development Position

The Valley County Economic Development Board is seeking to hire or contract with a person or organization to assist with its development program. Specific duties could include:

- ▶ Providing direct one-on-one business development services to local entrepreneurs.
- ▶ Providing direct one-on-one business transition planning support to local business owners.
- ▶ Assisting the Economic Development Board in supporting various boards, committees and working groups, including meeting arrangements, communications, agenda setting, recording and general support.
- ▶ Providing direct economic development project management and assistance.

Persons interested in this position or contract should have the following background:

- ▶ A strong personal and professional interest in community economic development.
- ▶ A strong background in businesses and business development.
- ▶ A willingness to be trained in providing direct one-on-one business assistance.
- ▶ The ability to work with volunteer boards, working groups and committees; an openness to doing all the support tasks associated with staffing such groups including meeting arrangements, recording, agenda setting, research and material development.
- ▶ Experience and openness to working as a member of a team.
- ▶ A strong personal desire for learning and professional development.
- ▶ A strong commitment to Valley County and its development.

This position will likely start on a temporary and part-time basis with the strong potential to evolve into a permanent and full-time engagement.

Compensation rates are negotiable and based on experience and skills. Benefits will not be available initially, but will become available with full-time status.

Please send resume and letter of interest to Bethanne Kunz at [<contact information>](#). Address questions to the same. All inquiries of interest should be received no later than [<cut off date>](#).