

## **ECONOMIC DEVELOPMENT SPECIALIST**

Networks Northwest is looking to add an Economic Development Specialist to its Community Development team. This individual will be assisting on a special project focusing on a regional economic development strategy. This position is a one-year, full-time position with full benefits.

### **The Organization**

Networks Northwest makes an impact by connecting businesses, people, and local governments in Northwest Michigan to programs that lead to success.

Networks Northwest is an Equal Opportunity Employer.

### **The Position**

Having an emphasis on economic development, the person in this entry-level position will be coordinating a multi-faceted economic development program and will be working alongside the region's economic development organizations and marketing consultants. Special attention will be paid to areas in the region with infrastructure to support growth and investment. Although working autonomously and keeping programs on time and on budget is required, there is a team atmosphere within the department and you can count on the support and expertise of colleagues.

This full-time, salaried position is directed by and responsible to the Director of the Department. Time out of the office beyond normal professional work hours is a requirement as is some occasional auto travel. An agency vehicle is available for use when travel is needed. A valid Michigan driver's license and the ability to be insured is required. It is anticipated that this position will terminate with the end of the project, December 2020.

### **The Location**

This position will have you working in the most desirable region of Michigan. The position operates from the Traverse City office, and consideration will be given to applicants desiring to work remotely from any part of the Networks Northwest service area, which includes the ten counties of the northwest corner of Michigan's Lower Peninsula.

### **Why Should You Apply**

This is a unique opportunity to work closely with communities and programs that directly affect the quality of life in Northwest Michigan.

Some of the program work for this position includes (and is not limited to):

- Update the commercial corridor inventory of the region's growth and investment areas.
- Create a comprehensive region-wide site inventory of parcels equipped with infrastructure necessary for economic growth.
- Work with region's EDOs, local governments, housing initiatives, colleges, ISDs, employers, developers, and others to create strategies for economic development.
- Assist in the creation of marketing plans for the most populated areas in the region.

Requirements include, at a minimum, a Bachelor's degree in urban/regional planning, economics, public administration or a related field. Compensation is \$42,500 plus benefits.

### **How to Apply**

Please e-mail all applications (including cover letter, resume, and short writing sample) to [kathy.egan@networksnorthwest.org](mailto:kathy.egan@networksnorthwest.org). Applications will be accepted until 1/20/20.

For questions regarding this position, please contact Kathy Egan, Director of Community Development, Networks Northwest, at [kathy.egan@networksnorthwest.org](mailto:kathy.egan@networksnorthwest.org) or 231-929-5057.