JOB DESCRIPTION

ECONOMIC DEVELOPMENT COORDINATOR

Rev - 09.12.16

GENERAL DESCRIPTION

The Economic Development Coordinator reports to the Vice President. The person holding this position is responsible for forwarding entrepreneurship in Greater Hazleton primarily through the business incubator program, CAN BE. The incumbent will provide leadership in the procurement and management of programmatic funding for CAN BE, the development and management of support programs for entrepreneurs and the overall promotion of entrepreneurship in Greater Hazleton.

The Economic Development Coordinator should be able to utilize partnerships and resources to meet the training, financial and business service needs of incubator clients. The incumbent’s role can best be described as a catalyst, promoter, facilitator and networker for entrepreneurship in the Hazleton area.

Workforce Development – A secondary function of the incumbent is to act as CAN DO’s liaison in matters of workforce development. Recognizing that workforce development is a function that is handled primarily by other organizations, workforce development is still essential to economic development, therefore the incumbent shall be CAN DO’s representative in these matters, communicating the needs of industry and helping to implement best practices for innovative workforce solutions.

Community and Industry Liaison – A tertiary function of the incumbent is to act as CAN DO’s liaison within the community and region in matters of economic development as necessary.

Ideally, the Economic Development Coordinator should have a Bachelor’s Degree or equivalent in a business or economic development related curriculum, at least two years of experience in entrepreneurial development as evidenced by prior experience or appropriate training and should possess strong oral and written communication skills.

MAJOR RESPONSIBILITIES

Cultivate Entrepreneurs – The incumbent must be able to motivate entrepreneurs to take ideas to concept, develop business plans and follow them. There is also expectation to help create an entrepreneurial culture within the community.

Implementation of Strategic Goals– The incumbent will be expected to implement the strategic planning goals for the incubator program and as it relates to the organization, as appropriate.
Coordination – Coordination among various agencies to develop programs to further the mission of CAN DO.

DUTIES AND RESPONSIBILITIES

GENERAL

• Maintain close, on-going contact with all participants in the CAN BE program. This involves helping program participants keep their new venture growing as defined in their business plan and assisting the key staff gain access to training, financial and physical resources as needed.

• Provide business and technical assistance to client companies.

• Prepare management reports as required.

• Maintain an on-going effort to recruit business, professional and financial resources to participate in the incubator program.

• Serve as referral liaison between client and registered service providers. Provide direct business management assistance where appropriate.

• Develop and maintain strong ties with both the higher education community in the region and the Hazleton Area School District.

• Develop and maintain a relationship with the local Careerlink office and Workforce Investment Board.

• Recruit entrepreneurs and others with viable business ideas to participate in the innovation center program.

• Design and produce an on-going series of seminars, workshops and other education programs to provide training for entrepreneurs and to promote the formation and growth of businesses.

• Promote the networking function between entrepreneurs and professional resources by brokering relationships between entrepreneurs and sources of assistance within the community.

• Identify and approach public and private financing programs that are available to assist new ventures and to assist development of the CAN BE program operations.

• Direct a tenant and client recruiting program including speaking engagements, a standard tour of facilities, a printed description of services, feature stores on results, tenant/client referral systems, etc.

• Solicit professional service providers to become an integral part of the business incubation program of management assistance and commercial development.

• Develop and monitor our network of contacts and consultants to make maximum use of the opportunities for early state firm clients.
• Investigate new program opportunities as a potential for additional revenue. This can include pre-incubation and post-incubation programs to serve a larger small business clientele.
• Participate in the development of annual budgets.
• Develop, build and maintain relationships with both private and public sector corporations and agencies in order to generate funding and technical service support for the business incubation and corresponding programs.
• Implement the marketing and public information efforts on the program.
• Serve as the Ben Franklin Technology Center representative.
• As part of the Business Retention and Expansion Program (BREP), make periodic contacts with selected area businesses to inform and remind each of the assistance programs available to them as well as the varied applications of each. Also to collect and convey as appropriate, specific information as required by the state.
• Provide administrative support for the board and all committees and keep them informed and focused.

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