



PROWERS ECONOMIC PROSPERITY

223 Main Street Lamar, CO 81052

director@prowerspep.org

719.931.2144

Economic Development Project Coordinator:

Prowers Economic Prosperity (PEP) is a 501(C)3 non-profit organization with an established plan for stimulating growth and investment in Prowers County, Colorado. PEP is dedicated to supporting existing businesses and developing new ones for the purpose of expanding our economy and providing employment opportunities. It is also committed to partnering with aligning organizations to eliminate existing conditions that impede business growth.

PEP is looking for an eager, entry-level individual with a commitment to rural communities and an ability to develop skills on the job who is interested in learning and growing with PEP to increase economic prosperity and wellbeing for Prowers County and its cities, towns, business community, and citizens. The successful candidate may have the opportunity to transition into the Executive Director position.

Responsibilities

Working under the guidance of, and reporting to, the Executive Director, the PEP Project Coordinator will provide increasingly responsible assistance to function as a key part of an economic development team for Prowers Economic Prosperity (PEP) and Prowers County residents. General emphasis areas include:

- Communications: utilize high-level written and oral communication skills; field basic inquiries from business prospects; assist in preparing marketing materials and presentations; and perform periodic updates to the PEP website.
- Project management: see assigned projects through to completion with minimal oversight, coordinating resources and information as necessary.
- Research: gather information to target businesses within identified SIC classification industries, assess new business feasibility and best practices.
- Marketing: apply marketing/sales aptitude and mindset to grow PEP and meet its goals.
- Administration: arrange logistics for tours, forums, workshops, and networking events hosted by PEP; assist Executive Director with scheduling; and manage basic office support functions.
- Professional Development: participate in meaningful professional development opportunities that will grow staff skills.

The PEP Project Coordinator reports to the PEP Executive Director and assists the Director in implementing the organization's goals as outlined in the Prowers Economic Prosperity Plan:

1. Bring new jobs and investment to Prowers County

2. Assist existing businesses to prosper and grow
3. Convene and collaborate with stakeholders and leadership to address collective challenges
4. Champion Prowers County to internal and outside entities and advocate for state policies that strengthen the area economy
5. Foster an entrepreneurial culture in Prowers and Southeast Colorado

More information on the PEP Plan located on the [PEP website](#).

Qualifications

The PEP Project Coordinator should possess

- Willingness and ability to learn all aspects of economic development with potential to grow into the Executive Director position.
- Education and/or experience in business operations, finance, or economic development.
- Ability to work independently and as part of a team.
- Excellent communication skills, written and oral
- Proficiency in using Microsoft Office, including Word, Excel and PowerPoint
- Ability to learn social media tools
- Ability to schedule and coordinate virtual events and meetings
- Ability to work effectively and diplomatically with a variety of individuals and groups, building consensus along the way
- Passionate belief in Prowers County and the rural lifestyle
- Ability to think outside of the box; creatively identify solutions to challenges
- Attention to detail

Required Education/Experience

Associate degree with concentration in Business; Bachelor's degree in Business Administration or related field highly desirable. Equivalent experience may substitute for educational requirement.

Salary & Benefits

\$38,000 - \$45,000 salary, commensurate with experience and qualifications. The position is eligible for a benefit package (paid vacation/holidays, health insurance, workman's compensation, and retirement).

Additional information

Some evening and weekend work is required. Individual must have a valid driver's license and transportation to travel throughout Prowers county.

Questions about the position may be directed to PEP President Anne-Marie Crampton (anne-marie.crampton@lamarcc.edu) or Vice-President Rick Robbins (rick@comills.com) or through the PEP office at 719.931.2144 or director@prowerspep.org.

Application Process

First review of application materials will occur on August 19. Position open until filled. Please submit a cover letter addressing your interest and qualifications for the position, resume and three (3) current professional references to:

Powers Economic Prosperity
Attn: PEP Hiring Committee
PO Box 8
Lamar, Colorado 81052
director@powerspep.org