CHAUTAUQUA COUNTY PARTNERSHIP FOR ECONOMIC GROWTH

Employment Opportunity

ECONOMIC DEVELOPMENT SPECIALIST

The Chautauqua Region Economic Development Corporation (CREDC) seeks a second highly skilled, self-motivated, full-time Economic Development Specialist to work primarily out of its Jamestown, NY office. The Economic Development Specialist will assist in the coordination of planning and development activities for the Chautauqua County Partnership for Economic Growth (CCPEG). The Partnership exists under the umbrella of the CREDC to direct the creation and implementation of the County’s Comprehensive Economic Development Strategy by facilitating collaboration, and identifying, developing, prioritizing, and implementing projects.

Work is performed under the general direction of the Partnership Manager with the expectation that he/she will exercise independent judgment in carrying out the details of the work. Approximately 50% of the position will entail planning related activities relative to the implementation of economic development initiatives consistent with the recently completed Chautauqua County Economic Development Strategic Plan. The remaining 50% will be focused directly on initiatives dealing with the activation of the Chadakoin River in the City of Jamestown. This involves the coordination of implementation activities consistent with the Chadakoin River Business Plan and City of Jamestown Urban Design Plan 2.0, with key partners such as the City of Jamestown, Gebbie Foundation, County of Chautauqua Industrial Development Agency, Jamestown BPU, Roger Tory Peterson Institute, and others.

The successful candidate will be detail oriented, highly organized, and capable of performing multiple tasks while working independently. Excellent written and verbal communication skills and the ability to organize, coordinate, and conduct meetings is required. Experience in project management and grant writing is required. Past planning experience is preferred.

Qualifications
Graduation from a college or university with a Bachelor’s Degree in Urban/Regional Planning, Economic Development, Business Administration, Public Policy, Geography, Environmental Studies, Real Estate Development or related field, and three (3) years of progressively responsible experience in Planning, Environmental Design, Community/Economic Development, Water Resources, or a closely related field.

Salary & Benefits
Commensurate with experience and qualifications.

How to Apply
Please email a letter of interest and resume (with references and contact information) in a single pdf to Nathan Aldrich at aldrichn@co.chautauqua.ny.us. This position will remain open until filled. To learn more about the Chautauqua County Partnership for Economic Growth, visit chqpartnership.org. CREDC is an Equal Opportunity Employer.