

Title: Community Development Coordinator
Location: Cheyenne
Division: Community Development
Reports To: Main Street Program Manager
Position Status: Exempt
May 2018

Basic Purpose: Coordinate community development programs and activities through project management, operational support, technical assistance and maintaining relationships. Disseminates information, provides assistance, organizes meetings, assists partnerships and manages project activities. Delivers successful activities, ensures organized events, provides clear communication, prioritizes and develops and maintains relationships.

Essential Duties:

- Provide information and resources to communities that are interested in becoming an official Wyoming Main Street community.
- Assist the Main Street program manager with technical assistance guidance for Wyoming Main Street communities; newly established or well established.
- Organize training opportunities for Main Street and Community Initiatives, including the annual Wyoming Best Practices Workshop held in conjunction with the national conference, Main Street Now
- Participate in Wyoming Main Street Leadership (managers/directors) meetings.
- Assist with initiative implementation including program management, working with initiative groups to ensure success, and determining methods of implementation.
- Manage placemaking program. Organize placemaking training and provide support for placemaking projects in communities.
- Promote opportunities available through the Wyoming Business Council and other agencies including but not limited to the housing toolkit, tourism toolkit, broadband initiatives, brownfields projects, and community reviews
- Support partnerships with organizations such as WOT, WEDA, WAM, Alliance for Historic Wyoming, SHPO, UDSA, etc.

Position Requirements:

- Any combination of education and experience equivalent to a bachelor's degree. Community development experience and experience in the Main Street Approach is preferred.
- Must be adaptable and able to work and manage complicated schedules and multiple priorities from competing interests.
- Strong critical thinking and creative problem-solving skills, self-motivated, reliable and organized.
- Strong communication skills; written and verbal.
- Public speaking. Facilitation skills a plus.

- Able to build and promote trust and teamwork.
- Solid decision-making skills.
- Work well independently and as a member of a team.
- The ability to travel is required.