

**Job Title**

Economic Development Liaison, South Lincoln County Economic Development Corporation, Kemmerer, Wyoming (Contract Position)

Job Purpose

Development of new industry in South Lincoln County, Wyoming is changing and requires a dedicated contact to assist in developing the area. This contract role involves coordinating between industry and commercial business, while working closely with local officials, agencies, and community organizations. The contractor will act as the primary contact for the region, requiring strong communication skills, public relations expertise, and a basic understanding of local economic development.

Job Duties and Responsibilities

Working closely with leadership from the City of Kemmerer, the Towns of Cokeville, Diamondville and Opal, Lincoln County, and members of the South Lincoln County Economic Development Corporation (SLCEDC); the SLCEDC Liaison will:

- Act as the main contact and clearing house of business-related information for businesses considering relocating to or expanding in the region, including its industrial parks, infrastructure capacity (water, wastewater, gas, electric, fiber, etc.) and housing.
- Direct interested parties to the appropriate local, county, or state departments and agencies.
- Share the region's economic development strategies and opportunities with stakeholders.
- Network with officials, legislators, and developers to enhance business opportunities.
- Identify grant opportunities to fund economic development and infrastructure and direct them to the appropriate entity.
- Work in cooperation with the SLCEDC Board to manage and update content on the SLCEDC website.
- Represent SLCEDC at community and business meetings.
- Perform other tasks as assigned by the SLCEDC Executive Board.
- Create a strong business alliance by forming strategic partnerships among the businesses, non-profits, and local government agencies in the region.
- Facilitate public meetings to achieve positive economic outcomes for the business community.
- Network with BOCES, Western Wyoming Community College, the University of Wyoming, Wyoming Department of Workforce Services, and local industry human resources, to identify training and workforce development opportunities for workers and employers.

- Host a monthly on-line meeting for a TerraPower Project update and featured speaker.
- Develop and maintain a contact list for all major projects in southwestern Wyoming.
- Provide SLCEDC Board meeting notes, preparation of minutes with the Board Secretary and Financial Reports with the Board Treasurer. The Agenda and meeting materials will be prepared in cooperation with the Board Chair and Vice Chair.
- Share information between existing members, field calls from business and industry prospects, assist new and existing businesses to connect with various state resources and fostering business and industry interaction.

Initial tasks will focus on learning the resources available to prospective business and industry that calls SLCEDC for information. This will include:

- Wyoming Business Council programs
- Wyoming Energy Authority
- Small Business Development Center
- WWCC and UW programs
- Wyoming Workforce Services
- Utility contacts (Rocky Mountain Power, Enbridge, All-West, Lucent and Silver Star)
- Chamber of Commerce; Fossil Basin Promotion Board; other lodging tax boards; and the Lincoln County Economic Development Committee (LEDC)
- Lincoln County Planning & Zoning; Kemmerer, Diamondville, LaBarge, Cokeville and Opal Zoning contacts; and WYDOT highway access contacts

Required Qualifications

The minimum qualifications to be successful in this position include:

- Associate degree from an accredited institution or 3 to 5 years' work experience in marketing, sales, public relations, project management, or related field
- Knowledge of Southwestern Wyoming
- A passion for growing the South Lincoln County economy
- Must live in Lincoln County, preferably South Lincoln County
- Proficiency in using various computer programs
- Strong organizational skills.

Knowledge, Skills, and Abilities

- General knowledge of Southwestern Wyoming's people, economy, businesses, and values
- Ability to communicate local economic development strategies to interested businesses and developers
- Ability to coordinate with multiple people and agencies
- Ability to keep clear records of all interactions
- Strong organizational skills
- Go-getter mentality and integrity
- Ability to generate leads and follow up on those leads regularly
- Ability to work with all levels of management in varying businesses and organizations
- Understanding of sales and marketing cycles
- Basic understanding of the permitting process with contractors or businesses

- Microsoft Office and/or Google Apps skills, including Google Meetings, Zoom, etc.
- Ability to chair and run a business meeting
- Ability to post content to and write copy for a website
- Ability to tactfully and diplomatically bring sometimes competing interests to consensus, common ground, and a working level of trust

Preferred Qualifications

- Bachelor's degree in Business, Marketing, Communications, or a related field from an accredited institution or 8 to 10 years of equivalent experience
- Federal and/or state grant writing experience
- Deep knowledge of Kemmerer, Diamondville, and South Lincoln County
- Resident of South Lincoln County
- Marketing and sales experience
- Experience with similar large industrial/commercial projects
- Previous experience working with city, county, and/or state administrators and elected officials

Contract The initial contract period with the SLCEDC is for one year with a performance-based renewal for at least another year, possibly two, depending on funding availability. Initially, the job will consist primarily of secretarial and public relations activities. The job may evolve into a full-time executive director position. Contract amount and hours are part-time, 20 to 30 hours per week; the hourly contract amount ranges from \$25 to \$35 per contract hour, depending on experience. Cell phone, computer, and office will be supplied. Some travel required. Some per diem expenses are covered with executive board approval. The position reports to the SLCEDC Executive Board. E-mail resume, references, and completed contractor employment application to Attn: Economic Development Liaison Position bmuir@kemmerer.org

CONTRACTOR EMPLOYMENT APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ PHONE: _____

SOCIAL SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ HOUR SALARY

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: FULL-TIME PART-TIME SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? YES NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? YES* NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES* NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DEGREE: _____



OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____



Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

MILITARY SERVICE

ARE YOU A VETERAN? YES NO

BRANCH: _____ **RANK AT DISCHARGE:** _____



FROM: _____ TO: _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE** _____

PRINT NAME _____