

CONTRACTUAL COORDINATOR AT REGION 9

The Economic Development Liaison as proposed is a contractual coordinator acting as a project manager on behalf of the Region 9 Council for projects designated as priorities of the Council. The term of this position shall not extend past June 30, 2022.

STATEMENT OF WORK FOR “ECONOMIC DEVELOPMENT LIAISON” CARES ACT COVID-19 RESILIENCY/RECOVERY PROGRAM

1. Inventory available resources for small businesses/entrepreneurs locally, regionally, and statewide to include, but not limited to, grant funds, loans, technical assistance, tax incentives, employee services, workforce training initiatives, etc.;
2. Develop and promote online repository of available small business resources on Region 9/WestPEP website;
3. Perform comparison of region’s available resources to neighboring counties/municipalities and draft gap analysis with recommendations;
4. Develop financial resource network for business and plan and host Spring 2022 Finance Forum;
5. Conduct survey of local businesses to gauge perception of available resources and gaps and provide recommendations;
6. Provide support to economic development authorities in promoting site attractiveness;
7. Identify and apply for grant and other funding opportunities to support local economic development authorities;
8. Identify and foster private and nonprofit partnership opportunities;
9. Work with economic development authorities and WestPEP to coordinate State, Federal, and local efforts to connect businesses with resources to recover and provide resiliency within their business structure;
10. Provide support for ongoing efforts to maintain vitality of the region’s downtown areas and the region’s Opportunity Zones;
11. Assist in the coordination of the Greater Eastern Panhandle Economic Development Team toolkit meetings;
12. Coordinate and promote workshop series on basic technology resources for small business (i.e. social media, Zoom, basic web design, etc);
13. Attend Region 9 staff and board meetings;
14. Perform other duties and activities as related to the process to develop projects on the list of priority projects as they relate to small business and economic development