



Position Announcement: Rural Opportunity Initiative BizHarney Project Coordinator

High Desert Partnership (HDP) is seeking project coordination of a new economic initiative funded through Business Oregon Rural Opportunity Initiative. In partnering with Harney County Economic Development and Harney County Court, HDP has received funding to assess the Harney County business ecosystem to promote entrepreneurship. We are looking for a candidate that has a strong interest in working with diverse groups to determine what is available to assist and promote entrepreneurial pursuits in Harney County as well as identify what is needed to ensure success as entrepreneurs. The initial contract would be from date of hiring for one year with the potential for extension up to 3 additional years.

STARTING DATE: Position to be filled upon identifying qualified candidate.

SCHEDULE: Half time (.5 FTE), 12-month position; renewal expected, contingent upon funding.

SALARY: Dependent upon experience - \$30,000/ year. No benefit packages.

SERVICES/ RESPONSIBILITIES INCLUDE:

- Complete BizMap – a business entrepreneurial ecosystem assessment for Harney County.
- Apply for additional funding for Phase 2 and 3 to launch program.
- Work closely with Coordinating committee and partners to carry out annual work plan associated with this grant.

QUALIFICATIONS FOR CONSIDERATION INCLUDE:

- Strong organizational, detail oriented, and multi-tasking skills.
- Excellent oral and written communication skills, with a desire to understand community dynamics.
- Proficiency basic Office software, especially Word, Excel, Access, PowerPoint, and Adobe.
- Experience working with rural communities to develop working relationships with diverse partners/
- Understanding of business and business needs in a rural community.

POSITION LOCATION: Successful applicant will be expected to live and work in Harney County, Oregon. Travel is expected to meet with partners throughout the county and state – including attending meetings. Travel would be reimbursed at current state rate. Some work could be arranged to be conducted from home. It is expected that the candidate would have access to a computer and reliable internet service.

APPLICATION INFORMATION:

Review of applications will begin on June 30, 2018 and continue until the position is filled.

Applicants should send via EMAIL a SINGLE PDF file with the following:

1) A one-to-two page cover letter describing your unique qualifications to be successful in this position 2) a curriculum vitae, and 3) contact information for three professional references to:

Brenda Smith, Executive Director, High Desert Partnership director@highdesertpartnership.org

For more information about the position please email to above address or call 541 573-7820

BIZHARNEY: A COLLABORATION TO FOSTER SUSTAINABLE BUSINESS START-UPS IN HARNEY COUNTY

