



July 14, 2014

JOB OPPORTUNITY

**VILLAGE OF WINNETKA
PART-TIME ECONOMIC DEVELOPMENT COORDINATOR**

The Village of Winnetka is seeking a part-time Economic Development Coordinator, a new position in the Village Manager's Office. The Economic Development Coordinator is responsible for developing, guiding, and administering the Village's economic development and business assistance functions. This position is primarily responsible for developing and executing the strategies that will enhance the vitality of the Winnetka's three business districts—implementing and overseeing initiatives to encourage expansion and retention of existing businesses, as well as attraction of new businesses, in ways that create a sustainable long-term commercial base and promote the community's core values.

Desired Minimum Qualifications:

- Bachelor's degree from an accredited college or university in urban planning; advertising, marketing, or communications; public administration; business administration; or a closely related field.
- 3 to 4 years progressively responsible work experience.
- Economic Developer Certification desirable.

Other Requirements:

- Excellent written and oral communication skills.
- Ability to provide excellent customer service and to work effectively with business owners, developers, citizens, elected officials, and staff.
- Good knowledge of business mathematics, statistics, research methodology, as well as experience with computer spreadsheets, databases and related software.
- Knowledge of principles and practices of business, real estate, and land use.
- Experience in deployment of marketing techniques.
- Valid driver's license and safe driving skills.

This is a part-time position of approximately 20 to 25 hours per week. The schedule will be between the Village's regular hours, Monday through Friday, 8:30 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. The position requires occasional evening or weekend work. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

Hourly Rate: \$40 - \$55 +/-, DOQ

The Village of Winnetka (population 12,200) is an established North Shore suburban community, located approximately 20 miles north of Chicago. Winnetka has a Council-Manager form of government. The Village Manager oversees six operational departments that provide the following primary services to the community: police, fire, and emergency medical services; highway and street maintenance and reconstruction; forestry; building and code enforcement; public improvements; economic development; planning and zoning; waterworks and sewerage; refuse collection; electric; parking system; and general administration. Winnetka has three business districts (Indian Hill, East/West Elm, and Hubbard Woods). In 2013, the Urban Land Institute (Chicago) conducted a two-part technical assistance panel process for Winnetka, which the Village is in the process of implementing.

Candidates should apply with application, resume, and cover letter. Position is open until filled. Applications may be obtained in person or downloaded from the Job Opportunities page at www.villageofwinnetka.org. Submit materials and direct inquiries to:

Mark Swenson, Human Resources
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
Email: mswenson@winnetka.org
Phone: 847-716-3545

Equal Opportunity Employer