



Job Opening **January 14, 2021**

Rural Community Development Coordinator

Montana Business Assistance Connection, Inc. ("MBAC") / Gateway Economic Development District ("GEDD") is a private non-profit organization based in Helena, Montana. MBAC/GEDD catalyzes the economy and community experience in Central Montana including Broadwater, Lewis and Clark, Meagher and Northern Jefferson Counties.

Position Summary

The MBAC/GEDD Rural Community Development Coordinator is a full-time position that will work in Broadwater and Meagher Counties and report to and assists the MBAC Executive Director. This position promotes economic vitality in the rural communities of White Sulphur Springs and Townsend within Meagher and Broadwater Counties. The position works with the MBAC team and partners with area public sector officials, financial institutions, chambers of commerce, economic development organizations, education facilities and community service organizations to deploy business and community assistance.

The position provides professional business and community development assistance including grant writing assistance, project development, and community outreach and needs analysis to both public, private and not-for-profit organizations in these communities.

This position is based in White Sulphur Springs and/or Townsend and the mission will be to catalyze community and business projects throughout the MBAC/Gateway Region: focusing on Broadwater, and Meagher Counties. Residency in either community is required.

Desired Job Skills

- Be able to work independently, collaboratively, and efficiently with many state and federal programs, local government entities and the private sector of the region.
- Be able to organize and manage workflow with MBAC staff to meet goals and related requirements.
- Demonstrate strong interpersonal skills building positive and productive working relationships at MBAC and with related partners.
- Be organized and detail oriented.
- Be patient, thoughtful, and resourceful when thinking through challenges and making decisions.
- Have the ability to assess the personal character of individual partners and potential clients.
- Must be able to travel within the three county region, while focusing on daily activities in Broadwater and Meagher Counties.

Qualifications

- A Bachelor's degree or skills based experience in public administration, planning, business management, economics, manufacturing, engineering or related fields is required.
- Professional communication skills, both verbal and written.
- Excel in interpersonal interaction and coordination with staff, community members, residents, elected and appointed officials.
- Must be a self-starter.
- Must be proficient in Microsoft Office products with experience in Microsoft Project and other visualization programs preferred.
- Must show a commitment to business and community development.
- Must possess a valid driver's license.

Work Conditions

MBAC is a high performing firm that creates economic and community impact in our region. Quality job creation, job retention and capital injection into the region drives the organization, the region and the employees.

Joining the MBAC team will provide the excitement and challenges that encompasses interaction with businesses starting-up, expanding, and the attraction and relocation of businesses with the ability to Live Work and Play in rural Montana!

Compensation

The position is full-time salaried exempt position. Salary range is \$40,000 to \$50,000 depending on experience and qualifications. Benefits include: 10 paid days off, 10 paid holidays, health, dental and vision insurance, a Simple IRA with 3% match; and potential scholarships for future professional development or pertinent education.

To Apply

Please apply for this position by providing a cover letter, resume and three professional references.

Mail or e-mail your application materials to:

Rebekah Dupre
rdupre@mbac.biz

Timeline

Applications will be accepted through Friday, January 29, 2021, but the position is open until filled.

Be part of the dynamic MBAC team moving our communities forward: