



Palmview Municipal Development District

Job Announcement Business Outreach Coordinator

Department:	Palmview Municipal Development District	Posted:	06/25/2024
Position:	Business Outreach Coordinator	Closed:	Open Until Filled
Salary:	\$20.00/hr	Classification:	Part-Time

Job Summary:

The Palmview Municipal Development District is seeking a friendly and proactive Business Outreach Coordinator to join our team. This part-time position (30 hours per week) offers an exciting opportunity to support local businesses and foster community growth. The coordinator will engage with business owners, promote available resources, coordinate events, and assist with marketing initiatives. Under the direction of the PMDD Executive Director and working alongside the City's Public Relations Officer, the coordinator will play a vital role in enhancing the economic vitality of Palmview.

Location:

The primary worksite is within Palmview, Texas, with occasional travel within the city limits and surrounding areas. This position involves both indoor and outdoor activities.

Hours:

This is a part-time position, requiring 30 hours per week. Work hours may vary based on business needs, offering flexibility to accommodate different schedules. The employee will report to work during regular business hours, with occasional evening and weekend hours for events, meetings, or outreach activities.

Essential Functions:

- Develop and distribute informative materials, such as newsletters, highlighting available business resources and support programs.
- Conduct outreach to local businesses through door-to-door visits, one-on-one meetings, and phone calls to promote awareness of available resources.

- Provide assistance and guidance to business owners in navigating and applying for grants, loans, and other support programs.
- Coordinate ribbon-cutting ceremonies and other events to celebrate local business milestones and achievements.
- Manage social media platforms to acknowledge businesses, promote upcoming events, and share relevant updates.
- Assist in promoting and marketing local businesses through various channels.
- Coordinate trainings and resources to support the development and growth of local businesses.
- Highlight businesses of the week to showcase their contributions to the community.
- Collaborate with the PMDD Executive Director and the City's Public Relations Officer to facilitate public relations activities.
- Provide ongoing outreach and networking opportunities to connect businesses with resources and support services.
- Host trainings and job fairs to enhance the skills and opportunities of local businesses and residents.
- Organize monthly markets and support the City's food park initiatives.
- Maintain proficiency in technology use, including computers and software applications, to support job responsibilities.
- Attend Palmview Municipal Development District meetings to provide updates and gather relevant information for business outreach activities.

Qualifications and Requirements:

- High school diploma or equivalent required; Bachelor's degree from an accredited university preferred.
- Minimum of three (3) years of experience in economic and/or community development preferred.
- Fluency in written and verbal English and Spanish preferred.
- Demonstrated experience in community outreach or related field.
- Strong interpersonal skills with the ability to engage with diverse stakeholders.
- Proficiency in Microsoft Office Suite (Excel, Outlook, PowerPoint, Word) and willingness to learn new software and database systems.
- Ability to work independently and as part of a team, with excellent problem-solving skills.
- Flexibility to work occasional evening and weekend hours as needed.
- Physical ability to stand, walk, and engage in outdoor activities for extended periods.
- Respect for confidentiality and ability to handle sensitive information appropriately.

Desired Competencies:

- Passion for community development and a commitment to improving the quality of life for Palmview residents.

- Excellent communication skills, both verbal and written.
- Proactive approach to problem-solving and relationship-building.
- Ability to adapt to changing priorities and work effectively under pressure.
- Strong organizational skills with attention to detail.
- Commitment to fostering economic development and supporting local businesses.

Expectations:

- Ensure that PMDD initiatives and programs are conducted professionally and in alignment with the district's mission and values.
- Provide exceptional service to community members, stakeholders, and partners.
- Continuously seek opportunities for community development and improvement.
- Foster a positive and inclusive environment that promotes collaboration and engagement.
- Adapt and respond to changing community needs and priorities.
- Demonstrate punctuality by arriving at work, meetings, and events on time and prepared.
- Maintain consistent attendance to ensure reliable support for PMDD initiatives and programs, and provide advance notice for planned absences.

Physical Requirements:

- Ability to work in an office environment and attend off-site meetings and events as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Mobility requirements include standing, walking, bending, and raking.
- Ability to lift and carry items weighing up to 15 pounds, such as event materials and supplies, from storage to designated locations as needed.

Equal Employment Opportunity:

The Palmview Municipal Development District is an equal opportunity employer committed to diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Additional Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Process:

Interested candidates are invited to submit their application through the City of Palmview's official website at www.cityofpalmview.com/job-opportunities/ or in person at the following address: 400 W Veterans Blvd Palmview, TX 78572.