**VISTA Position Opportunity Listing**

These Opportunity Listings will be posted to the AmeriCorps “job page” and will serve as the official job portal for all applications. Please answer each question below using the descriptive headings and examples provided.

**Position Title:** Central Texas Project Lead for Economic Development - VISTA

**One liner to be displayed as listing summary on AmeriCorps VISTA site:** Engaging Central Texas governments and residents, with a focus on harder-to-reach communities, and to eliminate poverty and poverty-related human, social, and environmental problems as they pertain to economic development.

1. **Project Description :**

The assignment of a VISTA member to the Central Texas Economic Development District (EDD) will be to assist with the accomplishment of important economic development initiatives that compliment Economic Development Administration (EDA) investment priorities. Our projects will focus on the 7-county Central Texas Council of Governments (CTCOG) planning region. Our VISTA member will be engaged to help EDD staff accomplish the following objectives to enhance the Central Texas region, including harder-to-reach communities, social, and environmental issues as they pertain to economic development. We hope to equip our communities with a broader range of tools and information to engage in economic development activities and long-range economic development planning.

This project is sponsored by the Austin Regional Office (AURO) of the Economic Development Administration (EDA) and will be directly supervised by the Central Texas Council of Governments EDD in Belton, Texas. The overall EDA Mission is "to lead the federal economic development agenda by promoting innovation and competitiveness preparing American regions for growth and success in the worldwide economy."

1. **Member Duties :**

Comprehensive Economic Development Strategy (CEDS) – implement goals/objectives; Assess regional assets and needs that compliment CEDS and EDA investment priorities; Assist in plan development; Explore recovery readiness. Regional Broadband Study and Council; Assist economic development staff with establishing a regional Broadband Council; Research funding. Scheduling and attending the Small Business Summit and Leadership Central Texas.

Grant Writing and Technical Assistance - Assist with grant research and applications. Regional Economic Development Website - Keep website for tourism and regional events up-to-date.

Economic development proficiency - Attend regular teleconferences; Provide feedback and reports on progress of projects; Document issues related to VISTA assignment, economic development resources and trainings; Perform other activities that enhance goals of the VISTA assignment.

1. **Items for EDD to consider:**

Minimum education level? (Preferred) Bachelor’s degree from an accredited four-year college or university with major coursework in economic development; community or regional planning, geography, transportation planning, civil engineering, business or public administration, economics, political science, environmental science, or a related field.

Additional languages? Spanish is a plus.

Skills? Knowledge of: economic development practices; physical planning principles and regulations; community development; budgeting procedures; statistical research and reporting methods; GIS, MS Office, Adobe software and graphic design concepts; methods and procedures for operating computers and related equipment; standard office practices and procedures; database management practices and procedures.

Ability to: apply planning and geographic mapping techniques; conduct analytical research and present accurate, concise, and detailed reports effectively; interpret and apply broad standards and policies to programmatic operations; demonstrate proficiency in both oral and written communication; and maintain effective working relationships with co-workers, local, state, and federal agencies, private firms, and the general public.

Any other requirements? Must have own transportation