

Project Specialist, Grade 4
Jefferson County Development Authority

The Jefferson County Development Authority (JCDA) seeks a full-time project specialist to assist a program manager and the director in implementing development initiatives. The current strategic goals of the JCDA are:

1. Recruit new businesses to Jefferson County
2. Support the sustainability, growth, and expansion of existing businesses and industries in Jefferson County.
3. Market and promote Jefferson County as a great place to do business.
4. Increase and diversify funding sources to support operations, programs, and future business-building initiatives.
5. Advocate for infrastructure resources, policies, and legislation directly impacting economic expansion and business growth in Jefferson County.
6. Establish strong strategic partnerships with municipalities, economic development organizations, community stakeholders, and regional and state partners to facilitate optimal economic development planning and growth.
7. Strengthen organizational effectiveness through stronger governance.

The project specialists will play a key role in helping the JCDA accomplish these goals.

Applicants should have a bachelor's degree or related work experience, knowledge of social media and website management and the desire to learn more, a strong work ethic, and excellent verbal and written communication skills. Applicants must be proficient in Microsoft Office and additional programs.

Salary begins at \$38,600. Employee benefits include West Virginia Public Employees Retirement System, paid health insurance and sick leave, and at least 12 paid holidays per year.

Interested individuals should send a resume and cover letter via email by August 4, 2023, to:

Edwina Benites-LM, Executive Director
Jefferson County Development Authority
1948 Wiltshire Road, Suite #4
Kearneysville, WV 25430
ebenites@jcda.net

Equal Opportunity Employer