

Job Title: Program Specialist
Reports To: Keith County Area Development Executive Director
Status: Exempt, Full-Time
Updated: January 2022

SALARY:

Competitive salary and benefits based on experience. Excellent potential for professional growth.

JOB DESCRIPTION:

Keith County Area Development (KCAD) is seeking an experienced professional for the position of Program Specialist. The ideal candidate will have experience in office administration, program/project management, community and economic development, or similar experience, and possess a proactive attitude, drive, and enthusiasm to help the organization meet identified goals and objectives. The ideal candidate will support dynamic development efforts and assist with the coordination of activities, community outreach, programs, and operations for the economic betterment of Keith County.

The Program Specialist reports directly to the Keith County Area Development Executive Director, with support from the Keith County Area Development Board of Directors.

This position is located in Ogallala, Nebraska, which is in southwest Nebraska along Interstate 80. Keith County is home to Lake McConaughy, the largest reservoir in Nebraska. White sandy beaches, fishing, and water sports attract over 1,900,000 visitors to the area each year, making it one of the top two tourist destinations in the state. County population is approximately 8,000, and the county seat of Ogallala has a population of 4,600. The area is experiencing strong economic growth, low unemployment, and excellent community development momentum. Production agriculture, regional trade and services (e.g. health and wellness services), recreational tourism, and transportation corridor services are the primary economic drivers.

DUTIES AND RESPONSIBILITIES:

- Represents Keith County at meetings and conferences to raise the profile of Keith County as a desirable place to live and conduct business.
- Provides professional project and program development support as needed and works closely with valued community partners to implement economic development projects and programs.
- Assists with data collection and research for community redevelopment projects and other economic development projects.
- Builds and maintains good working relationships with state and local officials, government entities, organizations, districts, boards, and the media.

DESIRED EDUCATION, SKILLS AND/OR EXPERIENCE:

- Post-secondary educational degree preferred; equivalent combination of education and experience will be considered.
- Experience with social media applications, QuickBooks, and Microsoft Office programs strongly preferred.
- Experience in economic development or community development preferred, but not required.
- Strong desire and willingness to learn new skills and creatively solve problems.

OTHER REQUIREMENTS:

- Attends relevant City, County, and Community meetings occasionally as necessary.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At the KCAD Board's discretion, the employee may be assigned different and/or additional duties or responsibilities. KCAD is an equal opportunity employer.

HOW TO APPLY:

Email resume with cover letter to info@kcad.org – note **Hiring Committee** in the subject line.

OR

Mail to:

KCAD

P.O. Box 418

Ogallala, NE 69153