

Economic and Workforce Development Specialist

[Bucks County WDB Bristol, PA USA](#)

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Why Work Here?

"Corporate Non Profit with wonderful work life balance, great benefits and a generous PTO policy"

Bucks County Industrial Development Authority & Workforce Development Board

SUMMARY: Coordinates activities related to the implementation of the Bucks County Board of Commissioner's Economic and Workforce Development initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as liaison to state, federal, and local economic and workforce development agencies and organizations, and municipalities in Bucks County.
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- Administers contracts, grants, cooperative agreements, and resolution processing
- Coordinates agency and organizational meetings
- Communicates information on county economic and workforce development activities
- Participates in public relations activities designed to promote and create awareness of county economic and workforce development programs including but not limited to the County Commissioner's Bucks2Invest initiative.
- Responsible for seeking and developing new economic and workforce development project prospecting, researching available loan or grant funding sources where appropriate.
- Assists in administering county loan programs through the Bucks County Industrial Development Authority including initial review of all loan applications and performing preliminary underwriting analyses.
- Prepares economic and workforce development data including presentations, reports, plans, or studies for distribution via printed and digital format.
- Assists in website and social media development of economic and workforce development-related information and data.
- Responds to public inquiries and provides direction to appropriate economic and workforce development entity for assistance.
- Attends meetings, speaking engagements, and other functions or events as directed.
- Performs other related work as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's or Master's degree in business, accounting, finance, or a related discipline from an accredited college or university.
- Proficient in Microsoft and Adobe products.
- Demonstrated knowledge of industry-specific federal, state, county, and municipal laws and regulations.
- Demonstrated working knowledge of business development, community or economic development, workforce development, grant administration, and project management.
- Ability to communicate effectively to groups and individuals, business owners, community leaders, developers, elected officials, staff and the general public.
- Ability to establish working relationships with other organizations and economic development and workforce development professionals.
- Ability to prepare, analyze, and evaluate policies and operations, and formulate recommendations.
- Ability to communicate effectively and prepare clear and concise reports written and verbal.
- Ability to work independently, in small groups, and with the public.
- Must have a car and be available to attend day or evening meetings regularly.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.