

HELP WANTED

by

Kit Carson Rural Development

Position Title: Special Project Coordinator

Status: Part-time

Duration: One to Two Years

Salary: \$20/hour

Hours per Week: Variable, but averaging 20 hours/week

Location: 103 E. US Highway 287, Unit A, the Shared Workspace, though working remotely is allowed

How You'll Help: The Special Project Coordinator will be primarily tasked with spearheading work on the development of the 2024 affordable housing project. This position will apply for additional funding to support this affordable housing project. In addition the coordinator will work on community placemaking and economic development opportunities for Kit Carson. This special project coordinator will write grants and complete necessary grant management and reporting. This position will manage and advertise the Shared Workspace and HUB and Wildcat Corner development opportunities. The coordinator will work on raising funds to support the position for future years.

What You'll Need: Education, Experience, Skills

- High School diploma or GED required
- College degree not necessary, but will be considered
- Ability to work collaboratively and with local, regional, and state folks
- Self-motivated and self-starter
- Ability to manage multiple priorities and meet deadlines
- Strong organizational skills
- High degree of personal responsibility and integrity
- Administration and project management skills
- Excellent verbal and written communication skills
- Work well under pressure and be accommodating to change
- Possess a high energy level
- Creative, enthusiastic, and knowledgeable of the community

Computer Skills: Working knowledge of Microsoft Office products: Word and Excel. Though not required, having your own laptop is a plus.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position.

Ready to Apply? Please send resume and cover letter to: KCRD, PO Box 123, Kit Carson, CO or to tobyamy@rebeltec.net. This position is open now, and applications will be accepted and considered on a rolling basis.