



**Lake Superior Community Partnership  
501 S. Front St.  
Marquette, MI 49855**

### **AmeriCorp VISTA member Position Description**

#### **Primary Position Objectives**

- Facilitate the LSCP Strategic Plan process and projects.
- Work with regional education and industry partners to strengthen area career and technical education offerings in high school and college programs.
- Work with marketing team to develop materials for business retention and expansion program and other programs.
- Responsible for metrics tracking for new and expanded programs including but not limited to business retention, talent, partner retention, and partner recruitment.
- Participate in a variety of LSCP events as support or attendee as required.
- Understand and be able to communicate local, state, and federal economic development programs.
- Provide staff support in new boards and committees as assigned.
- Provides expanded and improved business assistance to regional companies.

#### **Specific Work Responsibilities**

- Lead the LSCP strategic plan process and projects, including committee creation and engagement.
- Develop understanding and knowledge of business and economic development strategies available to assist companies with challenges and opportunities
- Conduct business retention visit preparation and follow up with existing companies in support of their program, incentive and financial needs.
- Develop understanding of local, state, and federal business and economic development programs and incentives
- Participation in regional and state-wide business and economic development learning opportunities.
- Evaluate, interpret, and incorporate state programs into the organizational plan.
- Oral presentations and written communications.
- Additional duties as assigned by the CEO.

#### **Skills and Abilities**

- Effective verbal, written, presentation, and listening communications skills.
- Strong organizational, planning, and facilitation skills.
- Strong attention to detail.

- Stress management skills.
- Time management skills.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Read and understand information and ideas presented in writing.
- Establish and maintain effective working relationships.
- Computer skills and the ability to operate computerized word-processing programs at a highly proficient level.
- Ability to plan set and meet deadlines.
- Ability to operate autonomously and in a directed team effort.
- Professional demeanor and appearance.
- Attention to and respect for confidentiality.