

Job Title: Town of Borden Community Coordinator
Reports To: Town of Borden, Town Board
Position Classification: Full or Part Time Employee as determined by Town of Borden, Board of Directors

SUMMARY

Assists the Town of Borden and Borden Community organizations to identify where there may be synergies within each organization, resulting in an enhanced level of success for each organization by ensuring the effective collaboration of resources to reach a common goal. Performs, directs, and coordinates the administration, technical, and professional work of the town Government in accordance with policies determined by the Town Board. Performs the following duties personally or through subordinate supervision and provides staff assistance to the Town Council:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Program Coordination:

- Acts as a liaison to the Town of Borden (Town Board), Borden Community Park Board, Starlight Visitors Association, the William W. Borden school campus administration, in addition to other Borden Community organizations or organizations that serve the Borden Community.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Town activities with other governments and other Borden Community organizations.
- Coordinates with the Borden Park Board and other Borden Community organizations to identify synergies in projects to ensure best possible resource usage.
- Works collaboratively with citizen and other public group agencies and organizations to bring about coordinated, effective delivery of recreation, Community Center, and other related community services in support of Borden Park programs.
- Prepares reports for regular Town Board meetings, makes presentations to boards, commissions, civic groups and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Advises the Town Board and Borden Park Board of financial conditions and current and future Town and Park needs.
- Recommends for adoption by the Borden Town Board such measures as he or she may deem necessary or expedient.

Government/Business Liaison:

- Communicate with federal, state, and local elected officials to establish and maintain support for agreed upon projects.
- Advocate agreed upon projects through local business and private, community, civic, and educational organizations.
- Prepare and deliver public presentations to legislative, business, and social organizations as needed.

Fund Raising:

- Promote and assist in grant research and writing.
- Assist in identifying, applying for, and administration of grants and loans.
- Pursue state, federal, local and private/corporate funding sources.
- Assists in the planning and organizing of community events as fund raisers
- Assists in the planning and organizing of fee based Park programs

Public Relations:

- Communicates official plans, policies, and procedures to staff and the general public as directed by the Town board and in public news letters.
- Promote public awareness of local projects by attending community meetings and events.
- Facilitate the posting of information on the Town of Borden website and provide suitable content.
- Provide content for Social Media (Twitter, Facebook, Constant Contact, etc.)