



TOWN OF RIDGWAY EMPLOYMENT OPPORTUNITY

PART-TIME COMMUNITY INITIATIVES FACILITATOR

SCOPE OF SERVICES, REQUIREMENTS, QUALIFICATIONS AND PREFERENCES

The Town of Ridgway is searching for candidates interested in a part-time, non-exempt position as **Community Initiatives Facilitator**. This position is under the general direction and supervision of the Ridgway Town Manager and will consist of working 32 hours per week with occasional evening meetings that occur outside of traditional work hours.

The Community Initiatives Facilitator performs a variety of professional and administrative duties related to planning, organizing, directing, and facilitating various initiatives, programs, projects and opportunities that bring the community together and nurture the local economy. The successful candidate will manage and coordinate the Main Street and Creative District initiatives, administratively merged as Ridgway Creative Main Street. This initiative engages the community in preserving Ridgway's authenticity, creativity and heritage, while advancing its vibrancy. The successful applicant is expected to be self-motivated, dedicated, driven, experienced, and knowledgeable in management concepts and methods related to team building, empowerment and participative leadership. In addition, the successful candidate is expected to have the ability to perform independently at a high level and work exceptionally well in a team and community-focused environment.

Please refer to the full job description for a comprehensive description of essential functions, minimum and special qualifications, and work environment. As with all small towns, the Community Initiatives Facilitator will have an opportunity to be involved in many different Town projects and efforts but will most often perform a variety of duties and responsibilities related to the functions described above.

This is a part-time employee position, with limited benefits. An hourly rate of \$23.84 to \$26.43 per hour is offered, depending on qualifications and experience. The job application and job description for this position are available at <https://townofridgway.colorado.gov/>.

Interested candidates must submit a completed application, letter of interest, resume, and list of three references to the Ridgway Town Clerk's Office, located at 201 N. Railroad St., Ridgway, CO 81432. The materials may also be emailed to kchristian@town.ridgway.co.us.

Application packages will be accepted until 5:00 p.m. on Tuesday, November 16, 2021.

The Town of Ridgway is an equal opportunity employer.

Thank you for your interest in joining our team and working with our community!