

## Economic Development & Human Services Coordinator

**Department:** Community & Economic Development

**Reports To:** Community & Economic Development Director

**FLSA Status:** Exempt

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### Position Summary

The Economic Development & Human Services Coordinator supports the City's efforts to strengthen Snoqualmie's long-term economic vitality, support local businesses, enhance tourism and destination development, and coordinate partnerships that contribute to a resilient and connected community. Working collaboratively with businesses, property owners, nonprofit organizations, regional partners, tourism organizations, educational institutions, and human services providers, the position advances initiatives that support economic opportunity, downtown and commercial district vitality, workforce participation, tourism, and overall quality of life.

The coordinator serves as a key liaison between the City and external partners on economic development, tourism, grant development, and human services coordination matters. Responsibilities include supporting business retention and attraction efforts, coordinating tourism and lodging tax initiatives, identifying strategic partnership opportunities, pursuing grant funding, helping align regional human services resources with community needs, and coordinating grant applications and funding opportunities that support economic development, tourism, downtown vitality, infrastructure partnerships, workforce development, recreation, and community well-being initiatives within Snoqualmie and the Upper Snoqualmie Valley region.

This role emphasizes relationship-building, cross-sector collaboration, practical problem solving, and long-range community vitality strategies in a small-city environment. The position also works collaboratively with the City's Community Engagement Coordinator and other departments to support coordinated communication and outreach related to economic development initiatives, tourism programs, partnerships, and community resource efforts.

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### Why You'll Love this Role

- **Make a visible local impact:** Help shape initiatives that strengthen local businesses, improve economic resilience, and support the long-term vitality of the community.
- **Work on meaningful regional initiatives:** Collaborate with businesses, nonprofit organizations, regional agencies, and neighboring jurisdictions on projects that benefit Snoqualmie and the Upper Snoqualmie Valley.
- **Variety in your day-to-day work:** From supporting business development and tourism initiatives to coordinating grants and regional partnerships, no two days are the same.

- **Help secure funding for community priorities:** Play a leading role in identifying and pursuing grants that support economic development, tourism, infrastructure, workforce development, and community initiatives.
  - **Help shape programs and partnerships:** In a small city environment, your ideas and relationships can directly influence how programs are developed and implemented.
  - **Grow your professional experience:** Gain experience across economic development, tourism, grant development, strategic partnerships, and municipal coordination.
  - **Be part of a collaborative team:** Work in an environment that values professionalism, initiative, flexibility, and shared success.
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## Why Work for Our City

Working for Snoqualmie offers the opportunity to make a direct, visible impact on the community. As a small city organization, team members play meaningful roles across multiple areas and work closely with businesses, regional organizations, nonprofit partners, and neighboring jurisdictions.

In this position, you will help support a resilient local economy while also helping strengthen the partnerships and programs that contribute to overall community well-being. By working at the intersection of economic development, tourism, grant development, and human services coordination, you will help advance initiatives that support local businesses, regional collaboration, workforce participation, and quality of life.

We value:

- **Collaboration:** Work across departments and alongside businesses, nonprofit organizations, tourism partners, and regional agencies.
- **Community Impact:** See the results of your work through strengthened partnerships, successful grant-funded initiatives, and support for local economic vitality.
- **Innovation & Initiative:** Bring ideas forward and help develop practical solutions tailored to Snoqualmie's unique opportunities and challenges.
- **Public Service:** Be part of a mission-driven organization dedicated to thoughtful growth, strong partnerships, and long-term community resilience.

Snoqualmie provides a supportive, team-oriented environment where your contributions matter and your work helps strengthen the community's economic vitality and overall quality of life.

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## Essential Functions

## **Economic Development**

- Assists in implementing the City's economic development strategies, initiatives, and work programs.
  - Serves as a primary point of contact for businesses seeking to locate, expand, reinvest, or operate within the City.
  - Develops relationships with local businesses, employers, commercial property owners, developers, and regional economic partners.
  - Supports business retention, expansion, and recruitment efforts consistent with City goals and community character.
  - Assists businesses and investors in navigating City processes and coordinating with appropriate City departments.
  - Identifies opportunities to strengthen commercial activity, tourism-related investment, and year-round economic resilience.
  - Assists in coordinating cross-departmental responses to economic development opportunities and challenges.
  - Provides economic development reports, research, data, and recommendations to City leadership.
  - Coordinates with regional agencies, chambers of commerce, educational institutions, and economic development organizations on shared initiatives and opportunities.
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## **Tourism and Destination Development**

- Supports initiatives that encourage visitors to spend more time in Snoqualmie and the Upper Snoqualmie Valley.
  - Coordinates with tourism, hospitality, recreation, and business partners to strengthen destination awareness and visitor experiences.
  - Promotes collaboration among businesses, events, attractions, and regional partners to support local economic activity.
  - Assists in identifying infrastructure, amenities, partnerships, and programs that improve the visitor experience and support local businesses year-round.
  - Works with local and regional organizations to promote tourism opportunities, overnight visitation, and coordinated destination development strategies.
  - Supports tourism-related planning efforts, promotional initiatives, and strategic partnerships.
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## **Downtown and Commercial District Vitality**

- Supports initiatives that strengthen the vitality and economic resilience of downtown and commercial districts.
  - Works with business owners, property owners, and partner organizations to identify opportunities for investment, revitalization, and business support.
  - Assists with programs and initiatives that support small businesses, commercial occupancy, and economic activity.
  - Helps coordinate projects and partnerships that improve the business and visitor environment.
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## **Lodging Tax and Tourism Program Administration**

- Administers the City's lodging tax program in accordance with applicable laws and regulations.
  - Coordinates with the Lodging Tax Advisory Committee (LTAC).
  - Manages lodging tax funding applications, agreements, reporting requirements, and program tracking.
  - Monitors tourism promotion expenditures and program outcomes.
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## **Partnerships and Regional Collaboration**

- Builds and maintains relationships with businesses, chambers of commerce, tourism organizations, nonprofit organizations, educational institutions, and regional agencies.
  - Represents the City in regional economic development, tourism, and partnership initiatives.
  - Collaborates with neighboring jurisdictions, counties, state agencies, and regional organizations on shared economic and community initiatives.
  - Helps facilitate partnerships that support investment, workforce participation, economic opportunity, and long-term community vitality.
  - Coordinates with partner organizations on strategic initiatives benefiting Snoqualmie and the Upper Snoqualmie Valley region.
  - Coordinates with internal City staff, including the Community Engagement Coordinator, to help ensure consistent communication and coordination related to economic development initiatives and partnership activities.
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## **Human Services Coordination**

- Serves as the City's liaison to human services agencies, nonprofit organizations, school districts, and regional service providers.
  - Coordinates with partner organizations to improve awareness of available community resources and identify gaps in services affecting residents.
  - Supports regional collaboration efforts related to housing stability, food security, workforce participation, behavioral health resources, and other community well-being initiatives.
  - Assists City leadership in identifying opportunities where economic development and human services strategies can complement one another.
  - Helps coordinate City participation in regional human services initiatives, interagency partnerships, and collaborative funding efforts.
  - Assists with gathering and sharing data related to community needs, service gaps, and program outcomes to support City planning and policy discussions.
  - Tracks emerging community needs and helps connect City leadership with appropriate partner agencies and resources.
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## **Grants and Strategic Initiatives**

- Identifies, researches, and pursues grant opportunities related to economic development, tourism, downtown vitality, infrastructure partnerships, workforce development, recreation, and community resilience initiatives.
  - Prepares and coordinates competitive grant applications and supporting materials.
  - Coordinates with City departments, nonprofit organizations, regional partners, consultants, and external agencies on grant development efforts.
  - Assists with administration, tracking, compliance, reporting, and implementation of awarded grants.
  - Supports strategic initiatives and special projects assigned by the Community & Economic Development Director.
  - Maintains awareness of state, federal, county, and regional funding opportunities relevant to City priorities.
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## **Program Administration**

- Assists in managing economic development, tourism, partnership, and related programs and initiatives.

- Tracks economic indicators, tourism activity, grant outcomes, and program performance measures.
  - Prepares reports, presentations, and recommendations for City leadership and City Council.
  - Maintains records and documentation related to economic development, tourism, grant, and partnership activities.
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### **Knowledge, Skills, and Abilities**

- Knowledge of economic development, tourism, downtown vitality, and community partnership strategies.
  - Understanding of municipal government operations and development processes.
  - Knowledge of grant development, grant administration, and public funding opportunities.
  - Understanding of regional partnership development and collaborative problem-solving approaches.
  - Familiarity with human services coordination and community support systems is desirable.
  - Ability to build productive relationships with businesses, nonprofit organizations, regional agencies, and community partners.
  - Strong written, verbal, organizational, and presentation skills.
  - Ability to manage multiple projects and priorities simultaneously.
  - Ability to analyze data, trends, and funding opportunities to support planning and decision-making.
  - Ability to work collaboratively in a small-city, team-oriented environment.
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### **Minimum Qualifications**

- Bachelor's degree in Economic Development, Public Administration, Business Administration, Community Development, Planning, Tourism Management, or a related field.
- Three to five years of experience in economic development, grant development, tourism, community development, partnership coordination, or a related field.
- Or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

- Demonstrated experience preparing grant applications, coordinating grants, or supporting grant-funded initiatives.
  - Valid driver's license.
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### **Preferred Qualifications**

- Experience working in municipal or regional government.
  - Experience coordinating partnerships among public agencies, nonprofit organizations, and private-sector stakeholders.
  - Experience with tourism promotion, destination development, or downtown revitalization initiatives.
  - Professional certifications related to economic development, public administration, planning, or grant management.
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### **Working Conditions**

- Work is primarily performed in an office environment with frequent meetings in the community and throughout the region.
- Some evening and weekend work may be required for meetings, events, partnership activities, and regional coordination efforts.