

**TOWN OF CASTINE
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR (PART-TIME)
NEW POSITION**

The Town of Castine is seeking a qualified applicant to fill the position of Community & Economic Development Director. The position requires administrative and specialized technical work in planning, economic development, community development, grant writing, capacity building and marketing for the Town of Castine.

The Director will be responsible for creating and maintaining a community development program to encourage community improvement through economic and social activities. The Director works with the Town Manager, other town staff, and community members to plan, coordinate and participate in the implementation of community and economic development projects.

The Director will lead the implementation of the Town of Castine's new Comprehensive Plan. This involves working with committee members to achieve the goals and objectives of the plan while also improving policies and ordinances to help streamline processes. The Director is responsible for working with the town committees and community members to create new, and improve existing, events that build community capacity, encourage economic development, and spotlight the quality of life and quality of place in Castine. The Director will also serve as the Town's representative to the Castine Merchant's Association as a liaison.

Experience in economic and community development, business recruitment and retention, and the proven ability to complete grant applications and administer grant reporting requirements is necessary. In addition, previous experience with federal or state "Downtown" or "Main Street" Programs would be highly valued.

Work is performed under the general supervision of the Town Manager, is carried on with considerable independence and initiative, and is evaluated through observation, reports, and results obtained.

Graduation from a two or four-year college or university, preferably with specialization in community development or a related field. Applicants with extensive experience in Economic and/or Community Development, and grant writing will also be considered. Others candidates may be considered based on similar career experience as determined by the Town Manager.

The expected weekly average hours for this position will be 20 hours per week, but schedule will be flexible. Pay is based on an hourly rate is negotiable based on qualifications and experience. Job Description be found on the Town Website at www.castine.me.us. Interviews of some candidates will start immediately upon application. Please apply through Indeed Ad or send a resume with cover letter no later than Friday, March 21, 2025, to the following address:

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Town Manager
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E.O.E.