



JOB DESCRIPTION

TITLE: COMMUNITY DEVELOPMENT AIDE

The Community Development Aide will ensure that the Village's community and grant facing processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices. Work is performed under the general supervision of the Administrator/Clerk-Treasurer. Some clerical duties required.

Grants administration

Provide support for the grants process throughout all stages including:

- Assisting with applications, assessments, tracking reports, payment/check requests;
- Documenting all inquiries and/or proposals; assuring that submitted documentation meets all organizational and legal requirements;
- Maintaining accurate and timely reporting process and recordkeeping of programmatic activities;
- Assisting with required research pertinent to grant due diligence, ongoing review, and close-out analyses;
- Maintaining monthly Grant Activity Update for Village Board;
- Working directly with Village appointed grant writers to identify sources for grant funding and manage grant reporting;
- Providing logistical support for community outreach events that may be required for certain grants.

Clerk/Liaison for Community Plan Update Committee

Provide support for the 2024/2025 Community Plan Update Committee and Trustee Liaison throughout all stages including:

- Attendance at Community Plan Update Committee and Steering Committee meetings;
- Development and distribution of agendas in coordination with committee chairs;
- Responsibility for taking and distribution of meeting minutes;
- Providing logistical support for community outreach events;

Communications

- Assist with the development, distribution, and maintenance of all print and electronic media including, but not limited to, correspondences, newsletters, brochures, press releases, Facebook, Twitter, and the Village of Williamsville website content;
- Attend Williamsville Business Association monthly updates as Village representative to keep open line of communication with Village business owners;
- Manage contacts for media outlets and other pertinent connections, other elected officials and their offices, residents, building owners and businesses, necessary for effective communication;