



**PARTNERSHIP FOR ECONOMIC PROSPERITY
A NON-PROFIT CORPORATION**

EXECUTIVE DIRECTOR OF ECONOMIC DEVELOPMENT

The Partnership for Economic Prosperity, Inc. (PEP) has an outstanding career opportunity for the right candidate to fill the position of Executive Director. PEP is a non-profit corporation dedicated to a coordinated and comprehensive program of economic development to the Latah County region of Idaho. PEP is a collaboration of Latah County, the City of Moscow, University of Idaho and the Moscow Chamber of Commerce, whose purpose is to create quality employment opportunities in Latah County compatible with local values. The position is located in the community of Moscow, Idaho, home to the University of Idaho.

The Executive Director, under the direction and supervision of the Board of Directors, provides economic development services to the members of PEP to advance county-wide economic growth and development.

The successful candidate will possess the vision and energy necessary to emphasize business support, development, recruitment and retention. Leadership in developing marketing strategies that promote the County, its cities and the region as a business destination, is a first priority. The successful candidate will collaborate with other local, regional, state, and federal economic development entities.

Any combination of education, and/or experience equivalent to Bachelor's Degree in Business, Marketing, Economics, or a related field, and five (5) years progressively responsible experience in economic or community development or closely related field. Experience in private sector business and local government is highly desirable. Specific experience in economic development is preferred.

The beginning annual salary is \$80,000 DOE. PEP offers a full range of benefits, including a stipend for health, dental, and vision insurance, paid vacation, sick leave, paid holidays, and a retirement match of up to four percent (4%). There is also the potential for future performance incentives after the first year.

Latah County is located in northern Idaho, in an area known as the Palouse. The University of Idaho, the State's land-grant institution, is complemented by Washington State University, also a land-grant university, located only eight (8) miles away in Pullman, Washington. Moscow, the county seat, offers a unique blend of small-town comfort and big-city amenities. Take advantage of the natural recreational opportunities, such as hiking, bicycling, fishing or hunting, then browse Idaho's #1 Farmers Market, catch a major college game, attend an art opening, or enjoy Moscow's lively downtown scene and dine at one of Moscow's world-class restaurants. For more information on PEP or the participating partners, please contact the PEP Vice President, Gary J. Riedner at 208-883-7006 or by email at griedner@ci.moscow.id.us. For more information on the region, please visit www.ci.moscow.id.us, www.moscowchamber.com, www.uidaho.edu, or www.latah.id.us.

Applications are available online at <http://www.ci.moscow.id.us/executivedirector>. An application, cover letter and résumé are required and will be accepted by the PEP Executive Board through 5:00 p.m. on Monday, July 11, 2016 by mail at PO Box 9464, Moscow, Idaho 83843 or dropped off at the Moscow Chamber of Commerce, 411 S. Main Street, Moscow, Idaho.

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



Partnership For Economic Prosperity A Non-Profit Corporation

P. O. Box 9464
Moscow, Idaho 83843

(208) 883-7000 phone
(208) 883-7019 TDD

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Human Resources Department.

Please Print or Type

Position(s) applied for: _____

Referral Source:

Newspaper Advertisement _____ Website _____ Walk-in _____
 Other Internet Website _____ Personal Referral _____
 Other _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number _____

May we contact you at work? Yes No If Yes, give work number _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____ Are you on layoff and subject to recall? Yes No

Will you work overtime if required? Yes No Have you ever been bonded? Yes No

Do you have a valid drivers license (if job related)? Yes No Class: _____

Have you been charged with a crime (other than a minor traffic infraction)? Yes No

If Yes, when and where: _____

Please Explain: _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Current Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

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		From	To	
Address				
Job Title		Salary Starting		
Immediate Supervisor and Title		\$	per	
Reason for Leaving		Salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Comments (including explanation of any gaps in employment) _____

Educational Background

- A. List last three (3) schools attended, starting with most recent. B. List number of years completed.
 C. Indicate degree or diploma earned, if any. D. Major and minor field of study (if applicable).

A. School (High School, College, Trade School, etc.)	B. Years Completed	C. Degree Completed	D. Major	E. Minor

Skills and Qualifications - Summarize any training, skills, licenses, certificates, etc. that may qualify you as being able to perform job-related functions of the position for which you are applying.

References - List name and phone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

Military

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes No

(If Yes, attach proper documentation)

Have you previously claimed such preference? Yes No

List any additional information you would like us to consider. _____

I understand and agree that any misrepresentation made by me on this application will be sufficient cause for cancellation of this application and/or separation from the Partnership For Economic Prosperity's (PEP) service if I have been employed.

I authorize PEP to investigate my references, work record, education, and other matters related to my suitability for employment and further authorize the references that I have listed to disclose information related to my job skills, knowledge, and abilities. I hereby release from liability PEP and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

If hired, I understand and acknowledge that I may be required to submit to a criminal history check, physical examination, drug/alcohol testing, and/or other background checks relevant for the position for which I have applied and which will be listed on a lease form that will be attached to the offer of employment.

I understand it is the PEP policy not to refuse to hire a qualified individual because of this person's need for an accommodation that would be required by the ADA.

PEP is an Equal Opportunity Employer. PEP does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 calendar days. At the conclusion of this time, if I have not heard from PEP and still wish to be considered for employment, it will be necessary to fill out a new application.

Signature of Applicant _____ Date ____ / ____ / ____
No typed signatures please. Use electronic signature or print and sign.