

Graduate Assistant Job Description

Position Summary:

Title: Research Assistant

Hours per Week: 20 hours/week

Department: Friends of Woodfords Corner (FWC) Economic Vitality

Location:

X	Portland
	Gorham
	LAC
X	Online/Distance

***Duration:**

X	Full Academic Year
	Fall Semester
	Spring Semester
X	Summer Semester

*Position spans July 1, 2023 – May 31, 2024

Total Stipend: \$13,750

Monthly Stipend: \$1,250/month

Scholarship Amount: \$6,000 (in-state) / \$10,000 (out-of-state)

Supervisor Name: Teresa Valliere

Supervisor E-Mail: president@woodfordscorner.org

Position Details:

Statement of Job and Essential Functions:

Primary Duties:

- Attend board meetings monthly
- Attend EcoVit Committee meetings monthly
- Report weekly to supervisor
- Summarize work mid-term and end-of-term
- Collaborate with Small Business Development Center at USM
- Student capable of creating a market survey
 - Ability to analyze survey data and create a thorough report
- Input market data
 - Create best practices for FWC for future data input
- Ability to compile resources for business owners
 - Outreach to businesses to share resources and meeting dates
- Facilitate meetings for district businesses

Projects Include:

- Full market analysis & survey
 - Based on Main Street America's Market Analysis
 1. Trade Area (FWC's .5 mile radius circle)
 2. Population characteristics & trends
 3. Sales gap (difference between household and business spending)
 4. Business inventory (find consumer needs that haven't been met in-district)
 5. Competitive context (compared to downtown Portland, and other Main Street districts)
 6. Perceptions and attitudes (of consumers)
 7. Transformation strategies

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- Asset mapping
- Develop & implement supports for small, local, businesses in the district
 - Create a business collaborative group

For more information contact Teresa Valliere, President of FWC Woodfordscorner.org
president@woodfordscorner.org

Internal Contacts

Works under the direction of the Economic Vitality Committee and works with Teresa Valliere and Elizabeth Hall

Knowledge, Skills, and Abilities:

Candidate is:

- Motivated to support small business development
- Able to cultivate relationships with small business owners
- Able to work independently
- Is creative, flexible, curious and enjoys working on a team
- Competent in google drive, sheets

Required Qualifications:

- Must be able to work remote, as well as in-person in our Woodfords Corner office (651 Forest Avenue) and in the community of Woodfords Corner, Portland.
- *Thursday/Friday daytime availability required.*

Preferred Qualifications:

- Has experience working in or supporting small businesses and small commercial districts
- Has experience in communications such as SquareSpace, Mail Chimp, social media
- Open to collaboration with Buy Local Portland, Portland Chamber of Commerce
- Willing to work with City officials

To Apply:

Submit your resume and cover letter via email to Teresa Valliere, President of FWC, at
president@woodfordscorner.org.