**Economic Development Specialist**

**Economic Development Authority of Amherst County (EDA)**

[www.AmherstVaBusiness.com](http://www.amherstvabusiness.com)

POSITION DESCRIPTION

This is a part-time (average 20 hours/week) position working under the direction of the Economic Development Authority (EDA) of Amherst County’s executive director in support of the EDA’s work program. This is a contract position at $20 an hour with no benefits at this time as this is not an Amherst County local government position. This is a professional position and is expected to transition to full-time and will offer benefits at that time.

Primary duties are to promote Amherst County as a superior business location, facilitate the expansion of existing business and industry and act as a liaison between the industrial sector and government agencies. This professional position offers the right candidate a chance to work with the community to achieve a local economy that grows in diversity and strength.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

* In coordination with the Executive Director, provide general understanding, oversight, and facilitation of all aspects of the Economic Development strategy including meaningful input to Business Attraction; Business Retention and Expansion, Entrepreneurialism, and Work Force.
* Develop, update, and distribute all EDA communications (print, electronic, etc.) including: website, social media, and other marketing and communications productions.
* Implement a consistent marketing brand.
* Handle the administrative duties of the EDA.
* Research, update and maintain information on local business, while assisting existing businesses by distributing information and providing access to resources.
* Coordinates closely with County business community representatives to identify needs and services to assist businesses as needed.
* Plan, develop, coordinate and direct numerous programs, events, activities.
* Coordinate maintenance activities in the Amelon Commerce Center.
* Assist in the tracking and progress of economic development projects including the strategic plan, incentive programs, property management plans, existing contracts, bid procurements, and economic development agreements.
* Perform research and prepare draft reports for EDA and departmental use, including monthly financial reports, annual budgets, and board minutes.
* Initiate and assist in the application for federal or state grants and loans for economic development projects in Amherst County.
* Attend EDA functions and events as needed and assists as needed.
* Perform other related duties as required or requested by the board.

KNOWLEDGE, SKILLS, & ABILITIES:

Requires a demonstrated knowledge of modern office procedures, software (including desktop publishing software), and equipment; skills in marketing, communication, finance, and problem solving; excellent written and oral communication skills; ability to write, summarize, and present reports and maintain records; ability to prepare and distribute marketing materials; demonstrated ability to perform bookkeeping and budget maintenance tasks; able to work well with others, both one on one and in a team environment; ability to manage projects and meet deadlines; ability to multi-task in a fast-paced, small-office environment; independent judgment and initiative are required in the performance of duties. Experience with and knowledge of local government, businesses, civic organizations, development patterns, etc. in Amherst County is beneficial and will be considered as an additional qualification for the position. Being a resident of Amherst County is an advantage. Must possess a valid driver’s license and willing/able to travel.

EDUCATION: A degree in business, economics, finance, marketing, real-estate, or related area; or any equivalent combination of acceptable education and/or experience demonstrating the knowledge, skills, and abilities cited above. A 4-year degree is not an absolute requirement but is advantageous.

APPLICATION PROCEDURE  
Please send a cover letter and resume to [victoria.aeda@gmail.com](mailto:victoria.aeda@gmail.com). Your letter should address your ability to work in a no benefits position and your interest in the position becoming full-time. Application review begins June 23, 2016, and will remain open until filled.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.