



Position: Economic Development Coordinator
Reports to: Vice President, Economic Development
Classification: Full Time/Exempt
Pay Grade/Level Salary

Summary/Objectives:

The Economic Development Coordinator is responsible for supporting the daily work of the economic development team and the long-term success of the organization's economic development strategy.

Essential Functions:

- Support internal projects for the economic development team as assigned by the Vice President of Economic Development. Such projects could include research, data entry (Salesforce and ZoomProspector), site readiness, project follow-up, workforce development or other.
- Attend internal and external meetings; document and follow-up on action items as required.
- Participate in sector planning calls with staff and JobsOhio personnel.
- Schedule business meetings for the economic development team, JobsOhio sector leaders and/or others.
- Coordinate staff travel including conferences, rental cars, etc.
- Draft and edit letters, emails, and other correspondence from the Vice President of Economic Development.
- Schedule and organize group economic and workforce development meetings, including preparing and distributing meeting agendas, minutes and other materials.
- Coordinate and track economic development contract reporting, internal documentation and renewals.
- Gather and organization content for economic development marketing efforts, including the website, slide decks, Economic Development Report Card, Regional Workforce, Education and training Guide, wage and benefits survey and other.
- Play an active role in planning and conducting site visits and presentations at the request of companies and consultants.
- Manage daily office tasks.
- Prepare economic development marketing folders for meetings and events.
- Additional administrative tasks as assigned by the Vice President of Economic Development.

Required Education, Experience and Abilities

- Bachelor's degree in business, public administration, planning, or equivalent preferred, but will consider candidates without a degree that have economic development experience.
- Additional economic development certifications or training that demonstrate knowledge are highly desirable.
- Ability to manage sensitive and confidential information with discretion.
- Act in a professional manner and with integrity in all business-related dealings, actions, and conversations.
- A robust knowledge of the Lake to River region.
- Exceptional communication and organizational skills, and attention to detail.
- Advanced knowledge of Microsoft Office software, including Word, Excel, Power Point and Outlook.
- Effective writing skills

Line of Communication and Accountability

The Economic Development Coordinator reports directly to the Vice President of Economic Development. He/she may also support and provide reports or key information to the Board of Directors as requested by the CEO.

Performance Standards

The effectiveness of the Economic Development Coordinator is measured against annual goals established with the Vice President of Economic Development and are based upon internal and external performance measures articulated in the Lake to River plan of services.