



Job Description

Position Title: Economic Development Coordinator
Reports To: Vice President of Economic Development
Department/Division: Economic Development Department

Summary of Position:

The Economic Development Coordinator is responsible for the overall office coordination and administrative tasks of the Economic Development Department. Additionally, the Economic Development Coordinator will assist with administrative duties involving Partners for Growth.

Principal Accountabilities:

Collect and organize various reports, such as Quarterly Reports, Board Reports, Monthly Financial Reports, any other reports needed for the overall department.

Coordinate Purchase Orders, Invoices, and Check Requests, including travel advances for the department.

Responsible for the management and supervision of the department's administrative filing system.

Maintain emergency and non-emergency telephone list for Economic Development Department employees.

Responsible for organizing and tracking of all Personal/Sick/Vacation requests submitted to the Vice President of Economic Development by the Economic Development Department employees.

Schedule semi-annual reviews for Economic Development Department employees with the Vice President of Economic Development.

Schedule and coordinate the department's staff retreats.

Distribute, collect changes, and update the Economic Development Department's Plan of Action and Budgets for the upcoming year.

Coordinate meeting room scheduling, supervision of supplies in the Hearin Room, and up-keep of Hearin Room.

Assist with various special staff events for the department as needed. This could include setting up for events and meetings, organizing meeting materials, and other duties needed. Some of these events include GCTC, Business First, Summer Scrubs, HOCF, and the AIDT Leadership Classes.

Responsible for assisting the Vice President of Economic Development with all administrative functions including the following:

- Assist in arranging meetings and appointments for the Vice President.
- Prepare expense reports and other documentation tracking expenditures of the budget.
- Coordinate various meetings with outside agencies and investors.
- Maintain and document member visits within the Chamber's reporting systems.
- Act as liaison to other departments as it relates to administrative help.
- Other duties as assigned by the VP of Economic Development.

Responsible for assisting the Partners for Growth (PFG) investors with all administrative functions including the following:

- Collect and organize Insiders Update on a quarterly basis.
- Update and organize the PFG Investor Directory as needed.
- Write and send PFG Pledge Payment Thank You Letters as needed.
- In charge of organizing various PFG Events throughout the year, including MobileConnect and the State of the Economy.
- Attends PFG collections meetings and assists with collection efforts when appropriate.

Education/Experience:

Associates Degree or equivalent, or at least 5 years of related experience. Must have excellent administrative and organizational skills, as well as exceptional verbal and written communication skills. Must also have excellent computer skills.

Location of Office: 451 Government Street, Mobile, Alabama 36602

This position is classified as **Exempt**.

This accurately reflects the description of my job and primary responsibilities.

Employee (Printed)

Employee (Signed)

Date Signed

Vice President (Printed)

Vice President (Signed)

Date Signed

President (Printed)

President (Signed)

Date Signed