

## Job Description



Position Title: **Economic Development Coordinator**  
Employee Name: \_\_\_\_\_  
Report To: Vice President, Economic Development  
Department/Division: Economic Development Department  
Classification: Exempt

### **Summary of Position:**

The primary functions of the Economic Development Coordinator are to coordinate the overall office and administrative functions of the economic development department. This position also supports various economic development programming for the Business Development Division, Existing Industry Division, and Talent Attraction and Retention.

### **Essential Functions:**

#### **Administrative Support:**

- Coordinates various administrative duties as assigned by division staff. Responsibilities include, but are not limited to, coordinating events, sending out meeting notices, taking reservations, processing payments for attendees, invoicing meeting sponsors, and upkeep of meetings rooms as directed.
- Responsible for the management and supervision of the departments administrative filing system, Atlas. This includes adding member visits for the department and pulling membership list for department staff.
- Performs office duties including, but not limited to, preparing purchase orders, invoices, check requests, travel advances, expense reports, PTO requests, and coordinating meetings for the department personnel.
- Collects and organizes reports including, but not limited to, Quarterly and Monthly Board reports, Plan of Action, and Budgets.
- Assists in scheduling various inter-department meetings, including semi-annual reviews with the VP of Economic Development, annual staff retreats, and weekly department meetings.
- Communicates with Partners for Growth investors regarding invoicing, scheduling meetings, writing thank you letters, and other administrative duties.

#### **Department Support:**

- Assists in content editing and updates needed for the Economic Development and Talent Attraction and Retention websites.
- Under the direction of the Business Analyst, assists with the quarterly Cost of Living Survey with C2ER, a national cost of living organization, to provide meaningful comparison figures.
- Administers the Chamber's certificate of origin program, including company support, online verification, and sales invoicing and accounting reports.
- Assists in the preparation of Requests for Information/Proposals (RFI/P) with the information provided by Business Development.
- Supports Business Development in running the Industrial Development Board, Industrial Development Authority, and Industrial Park Board. Responsibilities include filing system maintenance, meeting notices, verifying attendance, preparing board notebooks, meeting room, meeting minutes, and composing minutes for all projects before the Boards.
- Supports Team Mobile meetings by coordinating meeting notices, preparing documents, setting up meeting rooms, and verifying attendance.
- Assists as assigned in matters related to other economic development department projects and events.

**Other Duties:**

- Maintains positive relationships with all team members and assist with issues or concerns.
- Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- Acts as liaison to other departments as it relates to administrative help, including serving as backup for Help Desk as required.
- Records time and attendance daily.
- Supports the importance of Diversity, Equity and inclusion throughout the Chamber and its program of work.
- Attends staff, departmental meetings and safety and health training, as required, in a timely manner.
- Works when scheduled and complies with company attendance policy.
- Observes and practices all safety procedures and policies.
- Travels as required.

**Skills, knowledge, and abilities:** (these are required to enable job holder to perform the essential functions of the job).

- Ability to always demonstrate confidentiality.
- Knowledge of modern office and secretarial procedures and methods, including telephone communications, office systems, and record keeping.
- Ability to be self-sufficient, independent, and resourceful.
- Ability to interact with colleagues, supervisors and members face to face.
- Ability to communicate clearly, orally, in writing, and uses emotional intelligence to work through challenges and issues.
- Must possess effective communication skills with ability to deal with and negotiate with members of all backgrounds and personalities.
- Must be able to use applied knowledge to formulate positive solutions to problem situations.
- Must be able to effectively read, write and communicate in English.
- Must have above average computer skills including Microsoft Office Programs.
- Must be able to add, subtract, multiply and divide, using fractions and decimals.
- Must be able to work well under pressure and manage priorities.
- Must be able to demonstrate organizational skills and attention to detail.
- Must be able to lift and carry up to 25lbs. occasionally.
- Must be able to see within normal range with or without corrective lenses.
- Must be able to sit for extended periods of time while using hands, fingers, and wrists repetitively on a keyboard.
- Must be able to occasionally climb stairs.
- Must be able to stand and walk throughout the day.
- Must be adaptable to change with short notice.

**Marginal Functions:** (Duties that are likely to be assigned to this person unless he/she proves unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Other duties as assigned.

**Experience/Education:**

High school graduate or GED. Bachelor's degree in a related field required with a minimum of two years' experience preferred. Must have a valid driver's license and pass a background and motor vehicle check.

**Work conditions:**

This position includes both environmental conditions: Activities occur inside and outside.

*Mobile Area Chamber of Commerce is an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*I have read and understand this job description and agree that I am able to fulfill the essential functions as stated above with or without accommodation. I further understand that it is my responsibility to request an accommodation, if necessary, to fulfill the essential functions of this position.*

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Applicant's / Employee's Signature

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Date

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Vice President's Signature

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Date

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President/CEO Signature

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Date