The Jefferson County Port Authority (JCPA) has an opening for an Economic Development Coordinator reporting to the Executive Director. The JCPA serves as the county's comprehensive economic development agency, representing all local communities in site improvement and marketing strategies, corporate site selection, and business retention and expansion programs. Therefore, the role requires an elevated degree of confidentiality, tact, diplomacy, and professionalism.

Position: This is a full time position with a minimum of 30 hours per week. The starting hourly rate is $20.00 per hour commensurate with qualifications and experience, PERS retirement benefits with a 14% company contribution and qualifies for health/dental/vision. Regular business hours are Monday through Friday between 8:30 a.m. and 4:30 p.m.

Job duties and responsibilities:

- Serve as first point of contact for JCPA;
- Coordinate and organize onsite and virtual meetings;
- Monitor and screen incoming telephone calls, coordinate correspondence as needed;
- Prepare quality and accurate documents such as correspondences, notices, resolutions, and administrative actions;
- Prepare Board Member Monthly Meeting Packet, Monthly Board Agenda, and resolutions, records meeting minutes, when required;
- Create presentations, spreadsheets, and documentations
- Maintain project files, including hard copies and electronic formats;
- Collect, review, and organize project documentation and deliverables;
- Organize filing system; and,
- Performs other related tasks as assigned or required.

Knowledge, Skills and Abilities:

- Ability to work independently and internal and external team members
- Ability to problem solve using critical thinking skills;
- Proficient working knowledge of Microsoft Word, Teams, PowerPoint, Excel, and Outlook;
- Proficient on Internet and social media platforms;
- An aptitude for research and statistics;
- Strong focus on detail and accuracy;
- Strong interpersonal and project/time management skills;
- Ability to remain calm under pressure and maintain a professional demeanor; and,
- Ability to multi-task and prioritize quickly when urgent needs arise.

Key Competencies:

- Communication - Proactively conveys a clear, convincing, and timely message; and, communicates effectively using two-way communication through strong verbal, written, and listening skills.

- Strategic Thinking - Thinks “big picture”; forward thinking and adept at seeing future outcomes and results; and, commits to a course of action to accomplish individual, team and organizational goals.
- Team Builder - Recognizes the value of team work and being an effective contributor to the team that drives desired results.
- Customers Centricity - Aware of JCPA stakeholders needs and prioritizes and makes decisions with JCPA stakeholders in mind; and, builds strong customer relationships.

Requirements:
The following requirements list the ***minimum*** education/training/experience required to qualify for this job. An equivalent combination of education and/or experience may be accepted.

- Associates’ degree from an accredited college or university in business administration, administrative services or a related field; Bachelors degree preferred;
- Two years related administrative and business experience.
- Grant writing experience is a plus
- Possess, or obtain prior to employment, a valid driver’s license.

Supervision Exercised/Received:
None/Receives direct guidance from the Executive Director.

Physical Demands:
The physical demands described here are representative of those to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is regularly required to stand, sit and walk. The employee is regularly required to use hands to handle and feel; reach with hands and arms, climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distant vision.

Conditions:
While performing the duties of this job, the employee is regularly exposed to a moderate noise level in the office work environment. Subject to remain on duty beyond normal hours during emergency situations or other extensive periods.

The Process: Interested applicants should submit a resume and cover letter to Robert Naylor, Executive Director at rnaylor@jcport.com.