

## **Economic Development Specialist**

The Economic Development Division of the San Angelo Chamber of Commerce seeks a team player to provide administrative support to the Chamber's Economic Development Division. Strong organizational and people skills required; research, planning and event experience helpful. Please review job description, salary and benefits, and apply as directed if interested.

Salary and benefits: The position will be offered within a range of \$31,000 - \$34,000 annually to start, with benefits including vacation, health insurance, sick leave, retirement plan, and mileage reimbursement. An average work week is 37 ½ hours.

If interested in applying, please mail a resume to Economic Development Specialist, San Angelo Chamber of Commerce, 418 W. Avenue B, San Angelo, 76903 by 5:00 pm on Feb. 12.

### **SAN ANGELO CHAMBER OF COMMERCE POSITION DESCRIPTION**

**TITLE:** Economic Development Specialist

**REPORTS TO:** VP of Marketing & Recruitment

#### **RESPONSIBILITIES**

- ▶ Provide staff support to the Economic Development Council
  - Make arrangements for regular meetings and/or called meetings when necessary
  - Notify the Economic Development Council of meetings
- ▶ Provide staff support to San Angelo Industries, Inc.
  - Set up annual meetings and called meetings when necessary
  - Close out fiscal year and prepare books for annual financial review
  - Attend meetings and record minutes
- ▶ Gather information three times annually for the C2ER Cost of Living Index for San Angelo and prepare reports to submit to C2ER
- ▶ Gather data and compile monthly business barometer for review
- ▶ Assist in preparing quarterly City Council and County reports. Contact City Clerk's office to schedule reporting dates
- ▶ Conduct research, when requested, for prospects, Chamber members and the general public
- ▶ Update the Community Profile annually for print and the website
- ▶ Website Coordination

- Responsible for updating the *Business and Economic Development* and the *About San Angelo* sections
  - Review entire Website to insure all information is updated semi-annually
  - Work with those responsible for the Chamber of Commerce sections to keep information current
  - Keep communication channels open between those responsible for website changes
- ▶ Assist in the design & preparation of annual reports, monthly newsletter articles, special brochures, available building and site brochures and other publications related to economic development
- ▶ Annual Economic Development awards luncheon
- Work with events coordinator in obtaining speaker, location and caterer for this event
  - Survey membership and manufacturers for growth in previous year
  - Form committee to review growth and select winners
  - Order awards
  - Interview recipients to prepare program, write script and if needed prepare power point presentation
- ▶ As required, provide support to the VP Marketing & Recruitment for prospect inquiries and proposal development
- ▶ Provide administrative support to the Cornerstone Program
- Assist in planning annual meeting
  - Maintain database of investors
  - Bill investors through Membee
  - Other responsibilities as needed
- ▶ Time permitting, assist other divisions of the Chamber when needed

Answer phones for the receptionist on two days a week while she is at lunch

Revised: 1/27/16