



JOB POSTING
Economic Development Coordinator
(Part-Time)

Hourly Rate: \$32 per hour (maximum 20 hours per week)

Job Summary:

Under the direction of the City Manager/Executive Director, the incumbent promotes Town economic development initiatives and programs; provides incentive information and assistance to businesses; develops advertisements and performs related marketing functions; manages social media outlets for the Corporation, prepares economic development reports, creates and maintains assigned databases; and performs general administrative duties in support of PEDC operations. Position is highly visible involving constant contact with the public, civic groups, and local businesses. Contact may deal with sensitive and confidential issues and occasionally involve conflict, require significant tact and judgment.

Job Duties:

1. Identifies and contacts prospective businesses to relocate to Pantego
2. Identifies and contacts existing business to gauge opportunities for expansion or threat of relocation.
3. Conducts a variety of marketing activities, including designing, publishing and distribution of business development advertisements and other marketing materials.
4. Establishes relationships with existing businesses, property owners and commercial real estate representatives.
5. Maintains and manages PEDC social media and websites.
6. Conducts research, takes photographs, and composes articles for the Town newsletter and social media outlets on economic development topics.
7. Interacts and provides information on behalf of PEDC to the business community and public at large related to development, statistics, demographics, incentives, and property information.
8. Provides assistance to new businesses in preparing incentive applications.
9. Prepares and/or delivers presentations to the public on economic development strategies and activities.
10. Promotes and markets economic development special activities.

Minimum Qualifications:

1. Bachelor's degree in a related field.
2. Two years experience in a related field.
3. Proficient in Word, Outlook, Excel, Graphic Design software, and social media.
4. Excellent Communications Skills.
5. Valid Texas Drivers' License.

Provide a resume and a Town application to the Human Resources Department at Town Hall at 1614 S. Bowen Rd., Pantego, Texas 76013 or soverstreet@townofpantego.com