

Rotan Economic Development Corporation Administrator and Marketing Coordinator

The Rotan EDC seeks a dynamic Administrator and Marketing Coordinator to assist and support the EDC board in planning and marketing efforts to support economic growth, business attraction and retention, and community improvement projects in Rotan.

Position: Part-time minimum of 20 hours per week

Essential Duties and Responsibilities include but not limited to:

- Direct the day-to-day operations of the Rotan Economic Development Corporation including business recruitment, business retention, and business expansion efforts.
- Act as a central contact for businesses seeking information regarding opportunities to locate or expand operations in Rotan.
- Attends regularly scheduled Rotan EDC meetings
- Conducts business retention visits to aid in providing support to established businesses.
- Determine areas of emerging needs, trends, and services for economic growth throughout the community.
- Builds and maintains community relationships by acting as Rotan EDC liaison to other community groups/committees.
- Serve as project coordinator for Rotan EDC.
- Designs, creates and manages marketing strategies through website, social media platforms and print publication.
- Prepare proposals to prospective clients and respond to inquiries for information regarding EDC programs.
- Research funding sources for potential projects and programs through grants.
- Be able to attend EDC training and meetings with regional partners as well as any grant opportunity training/meetings.
- Work closely with the City of Rotan Administrator in coordinating efforts between the City of Rotan and the Rotan EDC.

Requirements:

- Knowledge of basic computer programs and experience in canva and social media platforms.
- Ability to read, analyze and interpret business correspondence.
- Good communication skills and ability to convey information to groups of town officials, businesspeople and general public.

Salary:

- Dependent on experience

How to apply:

- Bring resume to City of Rotan office