Elmore County Economic Development Authority is looking to immediately fill the position of Executive Assistant.

This position is responsible for providing assistance to the Executive Director of the organization. It is a vital job to fulfilling the mission of enhancing economic development in Elmore County. Areas of responsibility include administrative, secretarial, receptionist, planning, grant and social media support.

Graduation from an accredited college or university with a Bachelors’ Degree (Business, Public Administration, Economic Development, Tourism, Real Estate, Redevelopment, Economics, Marketing, or closely related major) is preferred. Successful completion of the Intensive Economic Development Institute, EDAA Leadership Institute or similar economic development course is also preferred. Training, education, and experience adequate to preform the duties of the position are required. This would preferably include at least two years with a degree or five to eight years without a degree.

Applicants should be proficient in office related equipment and computer programs including but not limited to Microsoft Word, Outlook, Excel, Facebook, Twitter, Instagram, LinkedIn, and web pages. Must have great communication skills, work well with others, and ability to multi-task.

Job will offer competitive pay and benefits. Interested applicants should send a detailed resume and references to Cary Cox at cary.cox@elmoreeda.com or call (334) 524-0817.