



ELMORE COUNTY

ECONOMIC DEVELOPMENT AUTHORITY

ELMORE COUNTY EDA JOB OPENING

Elmore County Economic Development Authority is looking to immediately fill the position of Project Manager.

This position is responsible for assisting the Executive Director of the Elmore County Economic Development Authority. It is a vital job to fulfilling the mission of enhancing economic development in Elmore County. Areas of responsibility include project management, administrative, planning, grants, social media, industrial, retail, commercial, and quality of life project 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. Training, education, and experience adequate to perform 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 website maintenance. Must have great communication skills, work well with others, and ability to multi-task.

Job will offer base pay of \$34,200 to \$45,760 and competitive benefits depending on education and experience. Interested applicants should send a detailed resume and references to Cary Cox at cary.cox@elmoreeda.com or call (334) 524-0817.