



JOB ANNOUNCEMENT
Economic Development Specialist
(Salary: \$50K - \$70K annually)

This position reports to the Executive Director of the Selma & Dallas County Economic Development Authority.

Key Areas of Responsibilities

- **Business Recruitment & Expansion (BRE)**
 - Work with EDPA to maintain a database of available industrial sites and buildings throughout the county for retention, expansion, and attraction of industry.
 - Work with industries throughout the county to identify opportunities and provide resources or programs for economic development, with an expanded emphasis on workforce development.
 - Update client database, track leads, contribute to requests for information, and conduct project-specific requests.

- **Workforce Development**
 - Collaborate with the Regional Workforce Council (RWC) and other agencies to coordinate the workforce development initiatives for the area.
 - Maintain effective relationships with public and private entities focused on developing a workforce for existing industry and recruitment in Dallas County. (i.e., Career Center, K12, community colleges, state, and regional workforce organizations.)
 - Represent the SDEDA working with state and regional initiatives.

- **Special Projects**
 - Assist the executive director with project development as assigned.
 - Support industry and business development throughout the county.
 - Provide technical assistance to redevelopment efforts in Dallas County areas.
 - Create and deliver presentations to various committees and public bodies.
 - Support organizational marketing efforts, contributing to various promotional functions including social media, print, and distribution of physical and digital materials.
 - Other duties as assigned by the executive director.

Required Qualifications

- Bachelor's degree in business, planning, or related fields.
- Minimum of two years' experience working in economic or workforce development.
- Valid Driver's License
- Proficient in computer software including Microsoft Office Suite.
- Applicant must live no more than 60 minutes from office location.

Together We Work

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Preferred Experience

- Five years of proven experience in economic development.
- Relationship management experience collaborating with public officials and local community leaders.

Required Competencies

- Understanding of the recruitment process, available incentives, and financing options.
- Ability to organize and maintain accurate records.
- Ability to read, analyze, understand, and interpret professional journals, government regulations, and technical procedures.
- Working knowledge of community resources
- Working knowledge of manufacturing and how it functions.
- Understanding of general business practices.
- Solid organizational and analytical abilities.
- Ability to operate related computer applications.
- Strong interpersonal and leadership skills.
- Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to communicate effectively with all entities and in all formats.
- Ability to maintain confidentiality in all matters pertaining to clients, and projects.
- Ability to work independently and collaboratively with a team.
- Must be able to prioritize tasks and time with minimal supervision and work as an effective team member.
- Ability to multi-task multiple projects.

To apply for the position please submit a resume and cover letter detailing your work experience in economic or workforce development to info@selmaeda.com. **All submissions must be received by April 30, 2024**, to be considered. You will be notified if you are selected for an interview.