

JOB DESCRIPTION



Title	Strategic Initiatives Coordinator		
Status	Full-time Exempt	Reports To	President & CEO

POSITION SUMMARY

The Grand Forks Region EDC Strategic Initiatives Coordinator will champion organization initiatives, promoting them and executing necessary tasks to ensure successful implementation and effectiveness. S/he is an integral part of the EDC team and will work collaboratively to advance business development in our target sectors; to organize the development of clear, impactful messages and execute programs that support the region’s workforce recruitment and retention efforts; to stimulate an environment for innovation and entrepreneurship; and to engage EDC stakeholders at all levels.

ESSENTIAL DUTIES & RESPONSIBILITIES

- | Under the direction of the marketing and communications manager, write and design internal and external communication materials to effectively communicate and engage with various stakeholder groups
- | Create content for and maintain digital media, including websites and social media, to ensure they are meeting current standards and are frequently updated with creative, relevant and engaging content
- | Plan and coordinate committee meetings and manage related documents, correspondence, and activities.
- | Organize, promote, and execute events that connect entrepreneurs to resources as well as events to promote career opportunities in the region
- | Be an enthusiastic representative at regional events and a spokesperson for the greater Grand Forks region to promote opportunities for business development, entrepreneurial success, and career advancement
- | Serve as a primary point of contact, providing guidance and resources to key partners and stakeholders to advance initiatives

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- | Requires a bachelor’s degree in business, marketing or communications and, a minimum of 2 years related experience
- | Proficient operating computer software/systems including graphic design software, website management systems, and social media applications; HTML knowledge helpful
- | Competent photo and video editing ability
- | Ability to analyze, problem-solve, think strategically

- | Demonstrate knowledge of business development factors impacting business and community vitality
- | Have strong familiarity with the Grand Forks region, its attributes, and opportunities for residents
- | Have outstanding interpersonal, creative, organization, and communication skills
- | Highly self-motivated with the ability to multi-task effectively
- | Excellent written and verbal communication skills – comfortable with public speaking

OTHER REQUIREMENTS

- | Occasional overnight travel necessary

SALARY & BENEFITS

- | Pay range \$36,000 - \$42,000, depending on experience
- | Health and dental insurance offered.
- | Paid time off and holidays.
- | 401k: 5% employer contribution.
- | Expense reimbursement.
- | Cell phone provision.

APPLICATION DEADLINE: SEPTEMBER 8, 2017

Letter of interest, resume, three professional references, and 3 - 5 examples of professional content created for digital media and/or promotions.

Send to: dorisc@grandforks.org or Grand Forks Region EDC, 120 N. 4th St., Grand Forks, ND 58203

August 2017