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Business Programs Coordinator

Salary Band 4

FLSA: Non-Exempt

Reports to: Full-time staff as assigned

Staff Supervisory Responsibility: No

We Value

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

General Service Area & Conditions: Primarily indoor office environment in various departments and public event presence as needed. Ability to occasionally lift and/or move up to 25 lbs. Frequently interacts with the public. Some nights and weekends could be required as needed.

Whether you have experience or are looking to start a career, this is a great opportunity for a career in public service. Recent college graduates are encouraged to apply.

This is a Full-time, Non-Exempt, position. This position in the Economic Development Department serves as the main point of contact for all engagement between the Economic Development department and the business community for information and other departments for grant endeavors.

Job Responsibilities:

- **Project Management**
 - Manage the small business outreach program
 - Serve as grant project liaison between economic development and other county departments to execute grant application research, application drafting, and submission.
 - This position may serve as the liaison to a grant consultant for larger projects;
 - Upon award, this role will also be responsible for tracking the grant budget and submission of necessary reports. This may be managed in conjunction with departmental staff.
- **Public Relations**
 - Responsible for drafting and distribution of press releases pertaining to grants and other Economic Development projects.
 - Oversee mailings to the business community from the Economic Development Department
 - Content Creation for the Economic Development department to include, but not limited to:
 - Newsletter
 - Brochure
 - Social media accounts
- **Technical Writing**
 - Assist all County departments in the preparation of grant proposals and applications that will enhance department efficiency and service to the public

Core Skill Sets:

- Ability to work in a fast paced environment and to manage multiple projects simultaneously
- Skilled in analytical research, problem solving, and decision-making.
- Comfortable engaging with the public and business community on a regular basis.
- Creativity- demonstrate the ability to develop strategies for keeping Economic Development engaged with the local business community.
- Strong verbal and written communication.
- Proficient with the use of Adobe Creative Cloud (Illustrator, InDesign, etc.) or similar graphic design programs.
- Excellent technical skills including the use of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).
- Passion for Social Media and emerging technology. Must be well versed in social media best marketing practices.

- General understanding and ability to utilize the County's adopted software platform.

Qualifications:

- Bachelor's degree
- Preferred: 2 years of related experience in detailed document preparation.
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License and insurable under the County's policy.
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.