



*Be Welcomed.
Be Successful.
Be Home.*

**We
Invite You
to Join
Our Team.**

**Business
Programs
Coordinator
ECONOMIC DEVELOPMENT**

**Apply with your CV/Resume online at:
www.campbellcountyva.gov**



Campbell County

Business Programs Coordinator

Department of Economic Development

Rustburg, VA
\$38-40K

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 position in the Economic Development Department serves as the main point of contact between the Economic Development department and the business community for information as well as other departments for grant endeavors.



CLICK HERE
TO APPLY

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.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

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
- **Public Relations**
 - Responsible for drafting and distribution of press releases pertaining to grants and other Economic Development projects.
 - 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.
 - Draft necessary press releases as related to grants and programs.

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).
- General understanding and ability to utilize the County's adopted software platform.
- Data research as related to grants and programs.

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.