

**FIVCO AREA DEVELOPMENT DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE:** Part-time Economic Development Staff  
(99 hours per month)

**SALARY RANGE:** \$12-\$15/HR

**REPORTS TO:** Ashland Alliance Vice President of Operations  
And FIVCO Executive Director

**HOUSED AT:** Ashland Alliance/ primary; FIVCO ADD secondary

**ESSENTIAL DUTIES:**

1. Work as a team member in economic development activities with FIVCO Area Development District and Ashland Alliance President/ CEO and VP of Operations. Maintains confidentiality for all projects and economic development activities
2. Assist in the planning efforts for projects directly affecting any phase of new job creation and business/industrial investments.
3. Provide assistance to regional business parks and industrial authorities.
4. Provide technical assistance and coordination in the pursuit of investments designed to provide sustainable community and economic development issues.
5. Collaborate with other economic development entities: this may include meeting with communities desiring to participate in funding thru Community Development Block Grant, Economic Development Administration, Revolving Loan Fund, Rural Development, etc.
6. Assist in marketing through the creation of marketing materials, social media, and website development.
7. Attend board meetings, trainings and conferences related to Economic Development as requested.
8. Other duties as assigned.

**SKILLS:**

1. Excellent verbal, interpersonal and written communication.
2. Computer skills to accomplish the development of marketing materials: multi-media advertisements and site visit materials. Must be proficient in Adobe publishing tools (Photoshop, Illustrator, etc.).
3. Ability to work in fast-paced, deadline driven environment.

**EDUCATION:** A background in public relations, and/or marketing is preferred.

**EMPLOYEE STATEMENT:**

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date