

# EDA Assistant

Dept. /Div: Administration

FLSA Status: Non-Exempt (Temporary Part-Time)

## General Definition of Work

Provides administrative, technical, and program support for the Economic Development Authority (EDA). Performs a variety of administrative and project support duties to assist the EDA in carrying out program services, and initiatives that support business development and community growth. Work involves providing clerical and technical support, maintaining records, assisting with communications and outreach, and supporting special projects. This position works under the general supervision of the EDA Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Provide administrative assistance to the EDA Director, including scheduling, correspondence, and document preparation.

Compose, edit, and format correspondence, reports, and other written materials.

Take and prepare minutes for EDA Board and Planning Commission meetings.

Coordinate logistics for meetings and events, including ordering and preparing materials.

Provide back-up coverage for related City/EDA positions as needed.

Assist in promoting EDA programs, services, and activities (e.g., loan programs, Lunch and Learns, Mayberry Hills, Industrial Park, etc.).

Gather supporting documents for grant applications, including letters of support, cost estimates, and photos.

Assist in processing and issuing revolving loan funds and other economic development tools.

Answer questions regarding loan applications and help applicants gather required information.

Provide support in permitting and zoning processes.

Provide information on EDA resources to internal and external stakeholders.

Prepare and distribute public hearing notices and ensure filing requirements are met.

Support public-facing initiatives related to sustainability, housing, and business development.

Performs other related duties as required

## Knowledge, Skills and Abilities

General knowledge of office practices, procedures, and equipment; ability to learn and understand basic principles of economic and community development; strong organizational skills and attention to detail; ability to communicate effectively verbally and in writing; ability to prepare, proofread, and edit correspondence, reports, and other documents; ability to handle confidential and sensitive information with discretion; flexibility to work occasional evenings and weekends; ability to establish and maintain effective working relationships with co-workers, other departments and members of the public. Computer knowledge in excel and word.

## Education and Experience

High school diploma or equivalent with two years' experience in office administration, customer service, communications, public administration, or a related field. Associate's degree or coursework in business administration, communications, or related field preferred.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing

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and analyzing written or computer data and operating machines; work occasionally requires exposure to fumes or airborne particles and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Valid State Driver's License