

ASSISTANT DIRECTOR

grow



ellsworth county

JOB TITLE: ASSISTANT DIRECTOR
ORGANIZATION: ELLSWORTH COUNTY ECONOMIC DEVELOPMENT DBA GROW ELLSWORTH COUNTY
REPORTS TO: EXECUTIVE DIRECTOR
SALARY: \$30,000-\$35,000/ANNUALLY COMMENSURATE ON EXPERIENCE | BENEFITS AVAILABLE

We work hard for the business community we represent. Grow Ellsworth County is a fast-paced, dynamic environment where ideas are heard and challenges are embraced. Being part of the team requires commitment, energy, flexibility -- and a healthy dose of creativity.

Summary of Position: This position is designed to assist the Executive Director of Ellsworth County Economic Development dba Grow Ellsworth County. The position requires working with the Director in pursuing, securing, updating, tracking, coordinating, comparing, promoting, and distributing information/data on our various activities and projects, and serving the business community with fresh ideas and new perspectives.

Job Responsibilities: (including but not limited to): Administrative functions | Social Media, Marketing & Communications | Investor Relations | Event Coordination | Grant Writing and Administration | Community Development and Tourism

Qualifications/Skills Required: Demonstrated success in event management | Superb relationship and communication skills | Professional appearance | Working knowledge of business as well as local, state, and federal government | Professional attitude with regard for ethics and confidentiality | Remains calm under pressure | Ability to work independently and create strategies for success

Send your resumes to
ewcountyeconomicdevelopment@gmail.com
Open until December 31

WWW.GROWELLSWORTHCOUNTY.COM