

# Norwalk Economic Development Corporation

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## *Economic Development Assistant – Job Description & Responsibilities*

### **Norwalk Economic Development Corporation**

The Norwalk Economic Development Corporation (NEDC) is a 501(c) 3 organization whose mission is to identify and capitalize on opportunities to continuously improve the Norwalk area's business base.

Our responsibilities are to work collaboratively with local business, institutions and economic development partners to strengthen Norwalk's position in the regional, state, national and global economy by:

- Supporting the retention and growth of existing business and entrepreneurs.
- Assisting in the creation of quality workforce and employment opportunities.
- Attracting and encouraging businesses and individuals to live and work within the Norwalk Area, by way of a continuous and calculated promotional effort.

Learn more at [www.norwalknedc.com](http://www.norwalknedc.com).

### **Economic Development Assistant**

The Economic Development Assistant reports to the Executive Director and must maintain a high degree of competency and professionalism. All work is confidential and requires significant personal interaction with high level corporate and governmental leadership. The Economic Development Assistant must be self-motivated and able to manage multiple tasks with minimal supervision. The Economic Development Assistant is a critical contributor to important community and business projects and has the following responsibilities:

#### *Economic Development Programming Support (25%)*

1. Support NEDC's Business Retention & Expansion and Business Attraction efforts through administrative and managerial functions such as: managing building and site inventories, updating client databases, tracking leads, contributing to requests for information and conducting project specific research
2. Support NEDC's Workforce Development efforts with administrative and stakeholder relationship support
3. Represent NEDC and its strategic goals in various stakeholder meetings
4. Support entrepreneurship efforts by guiding entrepreneurial clients to NEDC programs
5. Support Firelands Manufacturing Alliance as necessary, coordinating meeting dates, speakers, and other meeting and group needs
6. Identify business support needs and work with Executive Director, Board, and Committees to develop solutions
7. Assist in planning special events including seminars, workshops, networking events etc.

#### *Community & Investor Outreach and Relations (25%)*

1. Coordinate annual appeal to investors
2. Organize, schedule, and produce special events as required including the annual meeting of investors
3. Develop and maintain strong relationships with community stakeholders
4. Support organizational marketing efforts, contributing to a variety of promotional functions including social media, print, and distribution of physical and digital materials

#### *Non-Profit Administration (25%)*

1. Manage a small office, including receptionist duties, scheduling, record and file maintenance, maintaining office supplies and general administrative duties
2. Coordinate NEDC Board and committee work including meeting notice, agendas, minutes, and preparation
3. Oversee daily banking & bookkeeping - administer accounts payable and receivable
4. Coordinate budget and financial planning activities with Executive Director and Certified Public Accounts
5. Support organizational grant-writing and reporting initiatives

#### *Building Management (20%)*

1. Promote and manage facility rentals
2. Serve as primary point of contact for all lease agreements, manage tenant relations
3. Coordinate building cleaning and routine maintenance regimens
4. Assist Building Committee and Executive Director with the administration of all size of facilities projects

#### *Special Projects & Other Duties (5%)*

1. Oversee Community Development Sectors – maintain agreements, relationships, and record for fiscal agent relationships related to NEDC mission with support from Executive Director and CPAs
2. Contribute to organizational reporting
3. Additional duties as assigned

#### *Description*

The Economic Development Assistant is a Full-Time salaried position. The position is typically daytime hours but may be required for after-hour meetings and events as needed. Compensation is \$35,000 - \$45,000, commensurate with experience.

#### *Qualifications*

- 2+ years in business administration, non-profit, or related field.
- Bachelor's Degree or equivalent experience preferred.
- Proficient in computer software including Microsoft Office Suite.
- Must be willing to learn industry specific software.
- Strong interpersonal skills and ability to communicate effectively orally and in writing.
- Entrepreneurial spirit and growth mindset.
- Must be able to prioritize tasks and time with minimal supervision and work as an effective team member.
- Valid driver's license required and the ability to lift 25 lbs.

## **Apply**

Interested candidates should send resume and cover letter to NEDC Executive Director Sarah Ross at [director@norwalknedc.com](mailto:director@norwalknedc.com) with the subject line "ED Assistant Application – Name". This position has a target start date of no later than December 2022.