**Company:** The Balch Springs Economic Development Corporation

**Location:** Balch Springs, Texas

**Title:** Economic Development Coordinator, Balch Springs Economic Development Corporation

**Reports to:** Executive Director, Economic Development Corporation

**Job Profile**

This position is responsible for managing a variety of economic development projects. This entails both existing business and business recruitment projects. This position will report directly to the Executive Director and Assistant.

**Education/Experience**

The Coordinator, Economic Development, must have a minimum of a bachelor’s degree in business, public administration or a related field. Two years full-time work experience in economic development, marketing, or business development is preferred but not required. A master’s degree in economic development or business is a plus and may be substituted for the full-time work experience. Certification as a Certified Economic Developer (CEcD) by the International Economic Development Council or the ability to obtain the certification within four years of employment is highly desired. Would like the qualified applicant to have marketing, social media and video experience.

**Position Requirements**

* Must have impeccable oral and written communication skills
* Must be passionate about promoting the City of Balch Springs
* Must be able to effectively interact with the City of Balch Springs staff, boards, investors, community leaders, elected officials, existing businesses, economic development allies, and business prospects from around the world
* Must exude confidence yet demonstrate humility
* Must have a sincere concern for helping maintain and create new jobs around the region
* Must be adept in assisting with the retention, expansion, and recruitment of jobs
* Must demonstrate existing knowledge of local and state incentive programs or an aptitude and desire to learn the programs in a timely manner
* Other duties will be required as assigned by the BSEDC Executive Director
* Out of area travel is required approximately 15% of the time
* Working before hours and after hours will be necessary at times

**Salary & Benefits**

* Full Time Position
* $38,000-$42,000 DOQ
* TMRS
* Employee paid Medical Insurance
* Voluntary Dental Insurance

Please send Resemesto : Effie Donaldson

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