



Jackson Chamber

Job Description

Position: Economic Development Coordinator (Exempt)

Incumbent: Hannah Mathis

Reports To: Senior Vice President, Economic Development

SUMMARY: The Economic Development Coordinator, under general direction, will be responsible for performing a variety of confidential economic development and administrative duties and is an entry level position. He/she will serve as the primary back up receptionist, provide excellent customer service to guests both on the phone and in person. Additional responsibilities include providing support and administrative duties in other areas such as workforce development, leadership development, events, and others, as needed.

RESPONSIBILITIES:

- Maintain confidentiality on all economic development related projects
- Responsible for departmental support and working closely with other members of the Economic Development and workforce development team. Support work may include written correspondence, data entry, research, database and directory updates, presentation preparation, and other computer support as needed.
- Coordinate events for existing industry, industrial prospect and workforce development meetings, as well as miscellaneous meetings including invitations, RSVPs, itineraries, food orders, meeting set-ups and take downs
- Day to day responsibility in assisting with client proposals, PowerPoint presentations, project submissions, and others as needed.
- Assist in responding to requests for information for industrial prospects
- Conduct periodic reviews and essential research for the maintenance/update of website and electronic communications including: Tracking company employment numbers and contacts, quarterly cost of living research study and creating/updating PowerPoint presentations, and other related demographics
- Serve as the contact for various economic development related grants, including research, creating collateral materials, online submissions as well as participating in the presentation of the grant projects in front of entities such as TN Department of Economic and Community Development and TVA. Provides any necessary reporting required if grants are successful.
- Provide clerical and administrative support for Leadership Development and Chamber events, as well as occasional help with set up and take down
- Assist in updating economic development-related social media accounts, which can include Facebook, LinkedIn, Instagram, Twitter, etc.
- Using internal database program, recording a daily posting of accounts receivable for the organization.



- Assist in coordination, edits and management of Jackson Area Wage and Benefit Survey internship program
- Serves as back up receptionist to cover front desk when receptionist is out or away from the front desk, greeting individuals or groups in person and on-the-phone and providing requested information.
- Assist the event staff with the planning and execution of chamber events and activities.

KNOWLEDGE, REQUIREMENTS AND ABILITIES:

- High school diploma; post-secondary credential or degree preferred
- 2-4 years relevant experience
- Position demands high productivity and the ability to problem solve in short time periods
- Successful candidate will be a detail-oriented team player, with good communication skills
- Must be excellent “multi-tasker” and capable of working in a fast-paced environment
- A working knowledge of personal computer applications, including Microsoft Office Suite and the ability to learn Chamber software programs.
- Must be able to maintain discretion with regard to confidential or sensitive information that is part of the economic development process

ABOUT THE JACKSON CHAMBER:

The Jackson Chamber was founded in 1905 – seven years prior to the United States Chamber of Commerce. The Chamber consists of a diverse and talented staff, an executive committee, dedicated volunteers, and more than 1,000 business members – all committed to growing the economy and quality of life for everyone in Madison County and the region.

Governed by a board of directors, the chamber concentrates its efforts on economic development, which consists of marketing the area to potential employers, developing and enhancing minority and new business partnerships, workforce development, job creation, and the overall promotion of Jackson-Madison County as a great place to work, live, play and do business.

In 2020, the Jackson Chamber was recognized as one of Memphis Business Journal’s “Best Places to Work” (10-20) employees).

TO APPLY:

Email a resume and cover letter to Mandy White, Senior Vice President, Economic Development, at mwhite@jacksontn.com. The deadline to apply is COB Monday, November 15, 2021.