

**Position:** Economic Development Assistant  
Jackson County Economic Development Authority

**Position Responsibilities:**

- Assist in executing the strategic activities/programs/initiatives of the Jackson County EDA
- Organize and managing prospect database, community/workforce information and site/building inventory
- Maintain Jackson County EDA website (preferred)
- Maintain financial, personnel, retirement, and other records and data
- Create and maintain a Jackson County EDA presence in social media (including but not limited to Facebook, Twitter, and LinkedIn)
- Assist in the research and development of presentations, marketing materials and other economic development needs such as community information, demographic data, and labor market analysis.
- Assist in the identification, application, coordination and execution with regards to grant and loan programs
- Assist in all aspects of industry recruitment
- Build productive relationships with existing industries
- Build productive partnerships with economic development partners, including federal, state, regional organizations, utilities, educational entities, etc.
- Attend and participate in professional group meetings and continuing education programs and staying abreast of economic trends and best practices

**Skills Required:**

- Ability to communicate effectively - written and verbal
- Proficient in all Microsoft products, as well as QuickBooks
- Proficiency with spreadsheets, online documentation, social media, photo editing and digital presentations
- Highly self-motivated

**Qualifications Requested:**

- Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.
- An Associate's degree in a relevant discipline
- Experience as an economic development field preferred
- Possession of appropriate driver's license and satisfactory driving record
- Must be willing to reside in Jackson County

**Compensation & Benefits:**

- Salary: commensurate with experience and qualifications
- Benefits: Competitive package including health insurance and RSA retirement plan

**Application Process:**

Submit a cover letter, resume and references including work references. Submit by mail to:

Jackson County Economic Development Authority

817 S. Broad Street

Scottsboro, AL 35768

or

Electronically to Shelia Shepard, Jackson County EDA President/CEO,

[shepard@scottsboro.org](mailto:shepard@scottsboro.org).