

Economic Development Programs Coordinator

Elon Year of Service Fellow

Employment Classification & Status: Non-exempt, At-Will

Job Summary

The Alamance Chamber seeks a detail-oriented and motivated Economic Development Programs Coordinator to support key initiatives that promote local business growth, entrepreneurship, and industry development. This role assists with planning, executing, and tracking economic development projects, coordinates outreach with businesses and stakeholders, and provides essential administrative, research, and communications support. The position works closely with Chamber Staff focused on Economic Development to implement strategies that strengthen the local economy and increase the county's tax base.

Reports to: Director of Economic Development Projects

Key Responsibilities

- **Project Coordination:** Assist in planning, execution, and monitoring economic development initiatives; ensure projects remain on schedule, within budget, and properly documented.
- **Outreach & Relationship Management:** Support outreach efforts with local businesses, industry partners, and entrepreneurs. Assist with coordinating meetings, creating outreach materials, and maintaining ongoing relationships.
- **Grant & Funding Support:** Help identify grant and funding opportunities, prepare applications, and assist with the administration of awarded funds for economic and tourism projects.
- **Market Research & Data Management:** Conduct research on local economic trends and demographics; support responses to requests for information and maintain databases such as Salesforce and the Zoom Prospector property system.
- **Event Planning:** Assist with organizing workshops, networking sessions, annual meetings, and community events that promote economic development and local business growth.
- **Stakeholder Communication:** Draft and maintain communications with businesses, government agencies, and community organizations, including social media and digital newsletters.

- **Reporting & Documentation:** Prepare reports, presentations, and updates for internal and external stakeholders; track progress on initiatives.
- **Administrative Support:** Coordinate logistics, schedule meetings, maintain program files, and provide day-to-day support to the Economic Development Director.

Core Competencies & Skills

- Strong organizational skills with attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite; familiarity with Adobe Creative Suite and Salesforce preferred
- Ability to manage confidential information with discretion
- Comfortable managing multiple priorities and meeting deadlines
- Self-motivated and able to work independently with minimal supervision
- Strong interpersonal skills with the ability to engage diverse stakeholders

Work Environment & Interpersonal Contact

- Regular interaction with local businesses, community partners, board members, vendors, and visitors
- Requires professional, courteous communication in both in-person and digital settings
- On-site supervision as needed; this position does not supervise others

Recruitment Standards

- Selected for participation in the Elon Year of Service Fellows program
- Knowledge of general economic development practices and local industry preferred
- Ability to utilize standard office technology and digital communication platforms
- Proven ability to draft, proofread, and maintain accurate records and correspondence