



The GEDC is accepting applications for a Marketing & Program Coordinator. The position requires a dynamic and creative individual who can effectively communicate the value of our programs and services to diverse audiences, build strong community relationships, and enhance our organization's effectiveness.

Marketing & Program Coordinator / Grundy Economic Development Council

Key Responsibilities

Marketing Strategy and Execution:

- Implement marketing plans to promote GEDC programs, events, and initiatives.
- Create content for various marketing channels, including websites, social media, newsletters, press releases, and promotional materials.
- Manage and update the organization's website and social media platforms to ensure engaging and up-to-date content.
- Participate in business development marketing activities including trade shows and broker outings.

Event and Outreach Engagement:

- Plan and coordinate events, professional luncheons, and other activities for our GEDC investors and stakeholders.
- Expand interactions between the brokerage community with breakfasts, newsletters and monthly touches.
- Participate in community and professional events to increase the organization's visibility and foster partnerships.
- Support the President and Business Director in building strong relationships with local businesses, community organizations, local government agencies, the broker/development community, and other stakeholders.

Program Administration and Support:

- Assist with the Grundy County Summer Internship Program, including business recruitment and coordination with educational partners and interns.
- Provide support to business development and prospect activities including preparation of RFI's (request for proposals for prospects) site selection, incentives, utilities, etc.
- Assist with monthly/yearly economic data and statistics and the GEDC website.
- Provide support for special projects and other duties as may be determined by the CEO and/or Board of Directors.



Qualifications

- Bachelor's degree preferred in Business, Marketing, Communications, Public Relations, or a related field.
- Experience in marketing, communications, or outreach preferred.
- Strong written and verbal communication skills, with the ability to create engaging content for diverse audiences.
- Proficiency in Microsoft Office Suite, Canva or other graphic design tools, and digital marketing tools or platforms.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines.
- Strong interpersonal skills and the ability to build and maintain relationships with a wide range of stakeholders.
- Self-motivated and able to work both independently and as part of a team professional business environment.

Benefits

- Salary Range \$40,000 - \$60,000 based on experience
- Flexible Work Hours
- Benefits Available

About the GEDC

Serving Grundy County since 1993, the Grundy Economic Development Council (GEDC) is a not-for-profit organization that recruits new businesses that provide quality jobs and investment while supporting existing companies to help them grow and prosper, for the benefit of all Grundy County residents. When investors, site selectors, and industry leaders are looking to locate or expand their business, the GEDC serves as the primary resource for information, tax information, available property and much more. The GEDC strives to produce a strong and successful business environment in Grundy County.

Please Send Resumes to info@gedc.com