

Northwest Illinois Economic Development
Summary Position Description

Position Title: Program Coordinator

Supervises: None

Reports To: Executive Director

FLSA Class: Non-Exempt Hourly

Position Summary:

Performs a variety of responsible and confidential economic development and administrative duties in support of the Executive Director; and to provide general information and assistance to the public.

Essential Responsibilities and Duties:

1. Provides direct administrative support to the Executive Director.
2. Assists in preparing items for NW IL Economic Development (NWILED) meetings; participates in assembling NWILED board & committee packets, and draft minutes of the NWILED board & committee meetings.
3. Administers the Build It Grow It small business program.
4. Assist in planning the NWILED annual meeting.
5. Prepares a variety of correspondence, documents, and forms for assigned projects; coordinates and prepares agendas and reports; provides clerical support including typing, filing, and compiling statistics; and prepares and maintains reports, records, logs, and other essential documents.
6. Assists the Executive Director on development of communication networks to disseminate information through regional print, radio, television, and other statewide communication channels.
7. Monitors department purchasing activities; makes recommendations and identifies alternatives; orders office and cleaning supplies.
8. Tracks and maintains all financial proceeds, financial records, receipts, and invoices.
9. Maintains and updates resource library.
10. Plans and coordinates NWILED's meetings and special events.
11. Performs other duties as assigned.

Qualifications:

1. High School Diploma or GED. Experience in economic development, public relations/marketing, or a related field is preferred.

2. Demonstrated high level of interpersonal skills, poise, tact and diplomacy to handle sensitive and confidential situations in written and verbal communication.
3. Knowledge of a variety of computer software applications, word processing, spreadsheets, and databases.
4. Highly visible position requiring excellent appearance and excellent presentation capability and skills.
5. Ability to multitask, manage time, meet deadlines, and successfully execute a budget.
6. Excellent listening, facilitating, and negotiating skills.
7. Demonstrated success in establishing and maintaining effective public and media relationships.
10. Demonstrated ability to work effectively with a Board of Directors.
11. Must possess and maintain a valid driver's license and vehicle insurance.

Environmental and Physical Demands

1. Normal working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
2. Need to travel independently to various locations.
3. Usually working indoors in a normal business environment, but with occasional day trips in or near service area including site visits with public.
4. Necessary to travel to meetings and events alone, which may require overnight stays away from home.
5. Some attendance at evening and weekend events will be necessary.
6. Sitting, lifting, standing walking, pushing/pulling and reaching/stretching.
7. Must be able to lift 10-15 pounds.
8. Manipulate and operate telephone, personal computer, and audiovisual equipment.
9. Must possess and maintain a valid driver's license and vehicle insurance.

Northwest Illinois Economic Development reserves the right to revise or change position duties and responsibilities. This position description does not constitute a written or implied contract of employment.

I have read and understand this Position Description.

Accepted by: _____
Employee

Date: _____

Witnessed by: _____
Executive Director

Date: _____