



## Community & Economic Development Coordinator

The Town of Stratford is accepting applications for the position of Community and Economic Development Coordinator. This position reports to the Supervisor of Economic Development.

### **Position Responsibilities:**

1. Work with the Supervisor of Economic Development and the Arts Commission to create, support and promote all Artistic & Cultural Town activities and events that promote Stratford Businesses. These responsibilities include support of the Stratford Arts Commission.
2. Implement online marketing strategies through social media accounts in order to create, maintain and promote a strong online presence for the Town of Stratford events, including an online calendar that includes public, private and non-profit activities.
3. Provide professional front desk support for the Office of Economic & Community Development. Direct phone calls and walk-ins to the appropriate individual.
4. Assist with all financing and accounting for events including purchase orders, vouchers and account reconciliations.
5. Utilize Microsoft Excel and Access to assist with maintaining a record of all donations, sponsors, expenses and data base of events and participants.
6. Provide a wide range of administrative support in terms of document preparation, light bookkeeping and clerical duties.
7. Special projects as assigned by the Supervisor or Director of Economic and Community Development.

## **REQUIREMENTS:**

- Must have Social Media/Computer experience.
- Excellent verbal and written communication skills are required.
- Detail oriented with strong organizational and problem solving skills.
- Must exhibit proficiency with Microsoft Office Suite
- Must have project management/administrative experience.
- Self – starter with initiative that needs minimal direction. Must have the ability to complete tasks in a timely manner, and under deadline.
- Ability to work both independently and as part of a team
- Must have experience working with volunteers

## **QUALIFICATIONS:**

- A two year college degree in business or related field, plus three years of full time professional experience as an upper level administrator, or a high school degree or equivalent plus a maximum of five consecutive years of experience in an executive level administrator position directly supporting the head of an agency, company or department.

**SALARY RANGE:** \$20,000-\$30,000 (19.5 hours per week) must be willing to work flexible hours each week.

Applications can be found on the town's website at [www.townofstratford.com/humanresources](http://www.townofstratford.com/humanresources) and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615. EOE

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