

The County of Patrick is accepting applications from qualified applicants for the position of Small Business & Economic Development Coordinator.

This is a full-time position with benefits exceeding \$25,000 annually that include vacation and sick leave, life and health insurance, and retirement. Annual salary range is \$40,000 - \$60,000. Hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday. Evening, weekend, holiday, and flexible/irregular work schedules may be required.

Overall Responsibilities include coordinating and implementing the Small Business efforts for Economic Development and Tourism Departments; assisting entrepreneurs and small businesses in their efforts to start-up and/or grow their business; encouraging taxable business investment and the creation of new job opportunities within the community; assisting the Economic Development/Tourism Director with economic development projects, research, and services; and coordinating the administrative functions of the Economic Development office.

Immediate Responsibilities include managing development of the Uptown Stuart Small Business Development Center/Childcare Center and assisting the Economic Development/Tourism Director to develop priorities for Patrick County's economic development efforts.

Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in economics, business or public administration, or a closely related field is required. Professional experience in economic development activities is preferred. Professional Economic Development certification(s) are desirable.

Applicants must submit a Patrick County employment application and resume to be considered for the position. A complete job description and link to the application are available on the Patrick County website at <https://www.co.patrick.va.us/careers>.

The position will remain open until filled. Applicants must be willing to submit to a drug screen and background check.

The County of Patrick is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age.