

ECONOMIC DEVELOPMENT COORDINATOR

The County of Sullivan Industrial Development Agency seeks a full-time Economic Development Coordinator to perform work of a diverse character, including but not limited to assisting with the administration of the Agency's tax abatement programs; assisting with the administration of Agency loan and lease programs; serving as the Agency's initial phone and in-person contact; communicating with Agency Board members, project representatives, and other stakeholders as needed; and performing general administrative duties including maintenance of all Agency and project files and related administrative and clerical functions. The successful candidate will be meticulous, articulate, and self-motivated. Strong software skills including Microsoft Office, Adobe Acrobat, QuickBooks, and WordPress required. Willingness to learn new technologies is essential. Bachelor's degree or an equivalent amount of education and experience working in a professional office setting required.

For full position description and to apply
visit www.sullivanida.com.

Application deadline: Friday, August 26, 2022.