



# CARBON CHAMBER & ECONOMIC DEVELOPMENT

In an ever-changing economy, the role of Economic Development Specialist has become increasingly important to Carbon County. This person will play a crucial role in promoting economic growth, attracting investments, and supporting business development in the communities of Carbon County.

## **Economic Development Specialist Job Description**

We are seeking a highly motivated Economic Development Specialist to join our team at the Carbon Chamber and Economic Development Organization (CCEDC) and the Carbon County Industrial Development Authority (CCIDA). As an Economic Development Specialist, you will play a pivotal role in driving economic growth and development within the county. You will be responsible for implementing and coordinating strategies, programs, and initiatives that promote economic sustainability and prosperity. The ideal candidate will have a background in economic development, excellent analytical skills, and a passion for creating opportunities for businesses and communities to thrive in Carbon County.

## **Economic Development Specialist Responsibilities**

1. Develop and implement economic development strategies and initiatives in conjunction with the CCEDC Senior Vice President, fellow staff, and the Board to attract new businesses, retain existing businesses, and stimulate job creation.
2. Collaborate with local government agencies, businesses, and community leaders to foster partnerships and promote economic growth.
3. Provide guidance and support to entrepreneurs, startups, and small businesses in accessing resources, training, funding, and business development programs.
4. Administers the loan programs for both the CCEDC and CCIDA and administers PREP & ENGAGE programs through NEPA Alliance.
5. Prepare and deliver grant applications to stakeholders, community groups, and government officials to promote economic development initiatives.
6. Stay updated on local, regional, and national economic development trends, policies, and best practices to inform decision-making and strategy development.
7. Monitor and evaluate the effectiveness of economic development programs and initiatives and make recommendations for improvements or changes as needed.
8. Collaborate with marketing and communications teams (including PMVB) to develop marketing materials and campaigns to promote the region's economic development advantages.

9. Property manager for real estate owned by CCEDC.
10. Perform other duties as assigned by the CCEDC Senior Vice President.

## **Economic Development Officer Required Skills**

1. Excellent analytical and problem-solving skills, with the ability to gather and interpret complex data and make strategic recommendations.
2. Strong interpersonal and communication skills to effectively engage and collaborate with diverse stakeholders, including business owners, government officials, and community leaders.
3. Knowledge of economic development principles, strategies, and best practices.
4. Familiarity with local and regional economic development resources, programs, and funding opportunities.
5. Ability to think creatively and innovatively to identify and pursue new economic development opportunities.
6. Strong presentation and public speaking skills to effectively convey complex ideas and information to diverse audiences.

## **Required Qualifications**

1. Bachelor's degree in finance, economics, business administration, urban planning, or a related field preferred.
2. Maintains Pennsylvania Dept of Community & Economic Development (DCED) certification for administering DCED and Pennsylvania Industrial Development Authority (PIDA) loan and grant programs.
3. Knowledge of local, state, and federal economic development policies, regulations, and funding programs.
4. Experience in building and maintaining relationships with diverse stakeholders, including government officials, business leaders, and community organizations.
5. Proficiency in Microsoft Office Suite and CRM software preferably Chamber Master.