

LACKAWANNA COUNTY JOB DESCRIPTION

Department: Planning and Economic Development

Job Title: Business Relations Coordinator

Reports to: Director Economic Development

Job Purpose/Overview: The Business Relations Coordinator is responsible for strengthening and encouraging economic development.

Job Duties:

- Business outreach and marketing duties as required.
- Designing and implementing programs that develop, strengthen and encourage economic development.
- Creating marketing materials and community presentations.
- Managing special projects and events that encourage economic development.
- Represents the department at professional association meetings/conferences and economic development organizations.
- Coordinating economic development efforts with other County departments, State and Federal agencies and municipalities.
- Administering the day to day operations of certain County Authorities.
- Assisting in grant writing and ongoing grant administration.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in Planning, Business Administration, Public Administration, Marketing, Economics or a related field. Significant experience may be substituted for a degree.
- Three or more years of professional experience required.
- Knowledge of effective principles, practices, methods, and techniques of economic development.
- Strong written and verbal communication skills are essential.
- Proficient in Microsoft Office.

This Job Summary is not intended to be a formal job description or a complete list of responsibilities/qualifications but rather a summary of key job factors.

Lackawanna County is an Affirmative Action/Equal Opportunity employer.

Please submit your application by Monday, September 28, 2020 to:

Human Resources
Lackawanna County Government Center
123 Wyoming Avenue, 5th Floor
Scranton, PA 18503
granzaj@lackawannacounty.org