



## **Position Available: Economic Development Specialist**

The **Grandmont Rosedale Development Corporation** (GRDC) is a non-profit community development corporation working to preserve and improve the Grandmont and Rosedale communities of northwest Detroit through housing and economic development. GRDC is currently seeking candidates for the position of **Economic Development Specialist**. The program specialist will help to support the Economic Development Manager and coordinate events and communications for GRDC's economic development programs. His/her duties include the following:

- Manage day to day activities & operations of the Grand River WorkPlace including:
  - Member and pop-up tenant recruitment, fielding WorkPlace related inquiries
  - Processing mail, receiving packages, greeting and directing visitors, maintaining clean public spaces
- Coordinate and staff events for The Annex: Cultural Incubator and Grand River WorkPlace
- Develop creative programming and partnerships for The Annex and WorkPlace
- Maintain relationships with Grand River WorkPlace members and help connect them to technical assistance and small business resources
- Assist in management and creation of communications for economic development programs including social media, web and print materials
- Assist Economic Development Manager with staffing and coordinating promotional activities and events such as Small Business Saturday
- Other duties as assigned

### **Requirements**

- Bachelor's Degree or equivalent experience in related field
- Experience with social media (Instagram, Twitter, Facebook) and social media management platforms (HootSuite, Facebook pages)
- Basic skills in Microsoft Office and other design marketing tools

Applicant must be well organized, detail conscious, highly motivated, hard-working and willing to maintain a flexible work schedule, including some evenings and weekends. Applicant must have strong written and verbal communications skills and be able to work well with diverse constituencies including business owners, residents, community volunteers and government officials. Basic computer skills are also important.

### **Salary and Benefits**

GRDC offers competitive wages and benefits, commensurate with experience.

### **To Apply**

To be considered, please fax or email your resume and references to:

**ED@grandmontrosedale.com**

Grandmont Rosedale Development Corporation  
19800 Grand River Ave.  
Detroit, MI 48223  
313-387-5158 (fax)

GRDC is an equal opportunity employer.