

## Part Time ANNOUNCEMENT:

### **Economic Development Authority Associate**

#### ***Fairfax City Economic Development Authority***

**Fairfax City Economic Development Authority (“EDA”):** The purpose of the EDA in conjunction with the City Council, is to foster and stimulate economic development and redevelopment within the City that provides a strong commercial tax base, sustainable local jobs, and resources for residents. To carry out this purpose, the EDA may support bond financing for projects within its powers as granted by the Virginia General Assembly and work with the City’s Economic Development Office (EDO) to advance business recruiting, retention, and expansion efforts. Further, the EDA and EDO will facilitate small business improvement and incubation, as well as promote an active dialogue within the business community, all in partnership with area business and educational resources.

The EDA operates numerous programs within the City of Fairfax that promote business development along with strategic business attraction, retention, and place making programs to benefit the local economy. The EDA also owns property currently under development by a long term-tenant responsible for operating a restaurant on EDA property. In addition to active programming, the EDA collaborates on a business incubator with George Mason University and maintains significant oversight and property management of the project.

**Job Description:** Since 2016 the mission of the EDA has evolved and grown. The EDA now requires highly skilled administrative support for day-to-day operations and to serve as the general office administrator. This position will work with the EDA commissioners appointed by the City Council on recommendation from the Director of Economic Development who is also the Executive Director of the EDA. The position will also provide support to the economic development team within City Government (City Hall/ Economic Development Office) in the effective management of the EDA. The EDA Associate acts as the liaison for the EDA in working with the public and community leaders and supports the needs of EDA commissioners in executing the economic development mission of the city.

This position will report to the Executive Director and EDA Chair. Oversight may also be provided by the EDO Operations Manager, Business/Community Engagement Manager, and Assistant Director of Economic Development.

The responsibility of this position includes:

- Associate Support for the Executive Director and EDA Chair
  - Provide all necessary clerical and project support for the Executive Director and EDA Chair including, but not limited to, arranging meetings, maintaining the calendar of the EDA, correspondence, preparation of reports and presentations.
  - Serve as the liaison to the Mason Enterprise Center – Fairfax (MEC), a business incubator operated by George Mason University on behalf of the EDA; create and maintain a tenant database, track and monitor lease agreements, and prepare reports as required.
  - Provide support for projects related to specific programs in partnership with the Executive Director and Chair, as directed.
- Commission Meetings and Commissioner Support
  - Attend the monthly meeting of the EDA (generally held on the first Wednesday of month at 6:00 pm) and essential meetings.
  - Record and process minutes for all Commission meetings and other meetings that require an office record of participation/action; coordinate and distribute all Commission meeting materials (agenda, minutes, Executive Director and Chair reports, monthly financial statements, packets, etc.); provide for the scheduling and set-up of needed

- equipment/technology, refreshments, and other items necessary items for requested meetings.
- Coordinate the Annual EDA Strategy Session (Commissioners and EDO Staff)
- Coordinate the annual EDA appointment and election process in partnership with the Nominating Committee and Executive Director.
- Office Administration
  - Provide reception/greeting/phone answering and messaging duties of the EDA including maintenance of the overall professional appearance and functionality of the front office.
  - Receive/respond to requests for information and assistance from the public and/or directs to proper channel; and follow-up on items needing responses and/or action.
  - Provide financial management support to the Accounting Support Specialist execute internal controls and accounts payable functions.
  - Assists in maintenance of the EDA website.

**Qualifications:** Preferred candidates will have graduated from an accredited 2-year college with and 1-3 years experience in office administration. A combination of education and experience deemed appropriate to fully meet the role and responsibilities of this position will be considered. The specific knowledge and experience necessary for this position include: a working knowledge of office administration practices and duties; direct experience working with boards and commissions in a supportive role; ability to work independently as well as part of a team and should be comfortable partnering with multiple levels of government; ability to communicate effectively and establish and maintain positive working relationships; attention to detail and organization; and the ability to adapt to changing needs and circumstances.

**Requirements:** Proficiency Microsoft Office, Google Workspace, Slack, website maintenance and familiarity with Canva.

**Details:**

- \$22/hr, non-benefitted
- Approximately 15 hours per week (part time)
- Primary Location: Fairfax City Economic Development Office, 10300 Eaton Place, Ste 235, Fairfax, VA 22030.
- Schedule: Currently 25% virtual and 75% in office conditioned on manager's approval; subject to change given direction from the state and/or City government.

**To apply:**

Application can be found on the [City of Fairfax website](#). Applicants must provide a resume and cover letter.