Dinwiddie County has an outstanding opportunity for a Marketing Coordinator (Part-time)

**Up to 25 hours per week**

Salary Range - Minimum $17.12 per hour

**Closing Date: October 19, 2012**

FLSA Status: Non-Exempt

**General Definition of Work**
Performs difficult administrative work providing administrative support to the Division Chief, Planning and Community Development and the Economic Development Manager. Assists with the creation/design of marketing initiatives, marketing material, and prepares presentation material. Prepares and maintains reports and correspondence, and related work as apparent or assigned. Work is performed under the moderate supervision of the Division Chief, Planning and Community Development.

**Qualification Requirements**
*To perform this job successfully, an individual must be a creative thinker, a self-starter and able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

**Essential Functions**
- Performs advanced administrative support work independently;
- Performs assigned special projects as needed;
- Maintains computerized prospect tracking system; prepares customized reports;
- Assists with maintaining and reporting of grant funds;
- Processes and tracks invoices, statements, encumbrances and economic development projects;
- Prepares correspondence and assists with clerical duties for the Division Chief, Planning and Community Development and the Economic Development Manager;
- Prepares and distributes agendas and relevant information to the Industrial Development Authority;
- Coordinates special events such as ribbon cutting and ground breaking ceremonies;
- Assists with the preparation and writing of proposals;
- Provides information to the public and county departments;
- Assists the Division Chief in maintaining a liaison between the governing body, public, division, state, regional and local organizations;
- Participates in the development of marketing plans and promotional campaigns.
- Proficient in implementing marketing initiatives through designing desktop publishing materials for internal and external audiences;
- Assists other staff to plan and implement special event publicity;
- Supports core team in the implementation of promotions and partnerships by extending marketing with social networking, coordinating budgets, timelines and media deliverables, and facilitating internal and external communication on behalf of the department;
- Assist in the research and preparation of strategic briefings to ensure that all communications are in support of County objectives;
- Assist department in managing necessary legal documents such as contracts, and any other miscellaneous dept needs.

**Knowledge, Skills and Abilities**
Thorough knowledge of modern principles and practices of economic development; thorough knowledge of the principles and practices developing, implementing and administering short and long-term target marketing plans; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with County officials, prospects, associates and the general public. Working knowledge of marketing, advertising and communication principles and practices in the areas of print production, and web-based tools. Ability to work occasionally in the evenings and on weekends.
Education and Experience
Associates/Technical degree with coursework in business, management information systems, marketing, or related field and moderate experience in business, marketing, economic development, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

**Position closes October 19, 2012.**
For a County application or more information about this opportunity, please visit our website at [www.dinwiddieva.us](http://www.dinwiddieva.us) or the Dinwiddie County HR Dept., at 14016 Boydton Plank Road, Dinwiddie, Virginia 23841, (804) 469-4500, ext. 2145.

*Dinwiddie County is an EOE.*