

**SAMPLE RESPONSIBILITIES – ASSISTANT ECONOMIC DEVELOPMENT DIRECTOR**

Assist with Marketing Outreach (tradeshows with VEDP & I-81 Corridor, site selector events, etc)

Supporting Existing Business Visitations (manufacturing, technology, professional services)

Customizing Proposals for New Business Prospects and Potential Expansions

Business Loan Program Administration

Maintaining Sites & Buildings Database

Keeping HarrisonburgDevelopment.com updated and dynamic

Assisting with Social Media Marketing Campaigns

Coordinating with econ dev partners (universities, SVP, Chamber of Commerce, SBDC, SVTC, etc)