

Economic Development & Marketing Coordinator

The City of Highland seeks qualified applicants for the position of **Economic Development & Marketing Coordinator**. Primary responsibilities include implementing and coordinating the City's economic development plans, marketing strategies for the City of Highland and Highland Communication Services (HCS) and assists with the overall business welfare efforts of the City. Position serves as liaison with Industrial Development Commission, community leaders and residents and is administrator to the Highland Entrepreneurship Program.

A Bachelor's Degree in Public Administration, Business Administration, Marketing or related field is required, a Master's Degree is preferred. A minimum of 3 years Municipal, Economic Development and Marketing experience is required. Candidates must have demonstrated excellent oral and written communication skills; ability to analyze information quickly, strong working knowledge of advertising industry, including print, radio, videos and web media; working knowledge of government administration, structure and operation. Candidates must also have advanced knowledge of all Microsoft Office applications as well as ability to learn software applications specific to municipal operations. **City of Highland residency is required within one year of hire.**

If you meet the qualifications outlined above please send a cover letter and resume with salary history no later than Friday, November 15, 2013 to: City of Highland, Attn: Director of HR, 1115 Broadway, P.O. Box 218, Highland, IL. 62249. A complete job description can be obtained by contacting Director of HR at lschoeck@highlandil.gov. EOE