Part Time Economic Development Coordinator-Retail Specialist Job Opening

The City of Novi, a beautiful, fiscally sound, growing community with excellent schools, seeks a Part Time Economic Development Coordinator-Retail Specialist to develop and maintain relationships with retail businesses in Novi and serve as the subject matter expert on retail, restaurant and service industry companies. The successful candidate will:

- Conduct retention visits to retail establishments
- Work independently to contact business owners and update the department’s business list
- Respond to requests for information and to inquiries regarding retail activities and opportunities
- Update and maintain information in Customer Relationship Management (CRM) database
- Research various database systems to locate information and update the Department’s business records
- Assist with updates to the City’s Economic Development Website
- Post social media content to increase awareness of resources available to the business community
- Participate in the coordination of various activities for events and seminars related to retail business
- Establish, maintain and coordinate working relationships with federal, state, county, and regional agencies involved in economic development and workforce education
- Address businesses and civic groups regarding economic development activities

Minimum requirements include Bachelor’s Degree or equivalent work experience and familiar with economic and business development principles with exceptional communication skills. The successful candidate will have a minimum of 2 years’ experience in commercial real estate, property management, leasing and/or sales, knowledge of Oakland County, MI and Novi real estate market area preferable, 3-5 years of customer service; experience dealing with business community, effective business communications and correct English usage, including spelling, grammar and punctuation and be proficient in Microsoft Office applications; Real Estate databases; Customer Relationship Management database and online marketing applications.

The position is twenty four hours per week, $15 per hour.

The application can be found online at: http://cityofnovi.org/Services/HumanResources/Employment/EDC-RetailSpecialist.asp. Forward your completed application to HumanResources@cityofnovi.org or Attn: Human Resources, 45175 West Ten Mile Rd, Novi, MI 48375. Open until filled. EOE.