



## **EMPLOYMENT OPPORTUNITY**

### **Assistant Director, Economic Development**

**SUMMARY:** The Wylie Economic Development Corporation (WEDC) seeks an Assistant Director to support the WEDC in enhancing and promoting business development within the City of Wylie, Texas.

**SALARY:** \$45,000 - \$50,000 per year, plus car allowance and cell phone reimbursement.

**FULL-TIME:** Exempt/Salaried

#### **JOB SUMMARY:**

As part of a three person team, the Assistant Director reports directly to the Executive Director and will assist in bringing new business to Wylie and supporting existing business expansions. This newly created position will focus heavily on business retention, redevelopment initiatives, promoting retail development, and participating in local and regional business development organizations. In addition, the Assistant Director will provide daily support for major projects and assist in the development and implementation of marketing programs.

#### **REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:**

The successful candidate will possess a Bachelor's Degree in Public Administration, Business Administration, Economics, Finance or similar from an accredited school or university; have at least three years of experience in an Economic Development setting; demonstrate strong interpersonal and negotiation skills; be comfortable working collaboratively in a team environment and aspire to a career in Economic Development.

#### **TO APPLY:**

**Submit an application, comprehensive cover letter stating how your previous experience makes you an excellent candidate for this position and resume.** Visit our website at [www.wylietexas.gov](http://www.wylietexas.gov) to print an application. Mail or hand-deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: [jobs@wylietexas.gov](mailto:jobs@wylietexas.gov). If you have questions or would like additional information, please call 972-516-6048.