

TOWN OF SOUTHBOROUGH



OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662

EDC Coordinator

The Town of Southborough is seeking applications from qualified individuals for the part-time position of Economic Development Coordinator. This position supports and coordinates the efforts of the Economic Development Committee (EDC) to ensure effective communication and collaboration between Town officials and businesses located in Southborough. Qualified applicants must be available to attend EDC meetings/events outside of normal business hours. Grants administration, marketing experience and website development are an asset, as is comprehension of state and local government.

Applicants shall possess a Bachelor's degree (B.A.) from a four-year college or university; or 1-3 years related experience and/or training; or equivalent combination of education and experience. Public relations and writing skills preferred. This is a 19.5 hour [non-benefitted] per week position; the rate of this pay range starts at \$23.57 per hour. A full job description is posted at <https://www.southboroughtown.com/town-administrator/pages/job-opportunities>. Review of resumes will begin immediately. Please e-mail to personnel@southboroughma.com.

The Town of Southborough is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, genetic information, and other legally protected characteristics.