



Job Description: Economic Development Coordinator

Area Development Foundation (ADF)

Mission Statement:

Our mission is to cultivate an environment that creates high-quality jobs, match employers to job-ready workers, and support vibrant communities throughout Knox County.

Position Overview:

The Economic Development Coordinator plays a key role in advancing ADF's mission by supporting community development initiatives, assisting with workforce development programming, and providing administrative and data support to community members and stakeholders. This position is ideal for someone who is organized, community-minded, and eager to contribute to projects that strengthen Knox County's economic vitality.

Primary Responsibilities:

- Community Development (Land Bank & Residential Projects)
 - Coordinate and support the Knox County Land Bank, including property research, documentation, data tracking, and communication with property owners and local partners.
 - Assist in planning and executing residential redevelopment efforts supported by the Land Bank.
 - Support community revitalization projects that improve neighborhood stability and enhance quality of life.
- Workforce Development Support
 - Assist in implementing ADF workforce development programs, events, and employer engagement activities.
 - Help coordinate student programming, employer partnerships, and work-based learning opportunities.
 - Provide logistical support for community workforce initiatives.
- Administrative & Data Support
 - Fulfill data and information requests from community members, public agencies, businesses, and ADF partners.
 - Maintain accurate records, project files, and reports for internal and external use.
 - Support communication with investors, businesses, and stakeholders through ADF's website, digital platforms, and newsletters.
 - Assist with general administrative tasks that support the mission and daily operations of the Foundation.
- Additional Duties
 - Represent ADF at meetings, events, and public functions as needed.

- Participate in cross-functional projects across business development, community development, and workforce development.
- Perform other duties as assigned to support the mission and effectiveness of the Foundation.

Requirements:

- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple projects with attention to detail.
- Experience with data entry, research, or document management preferred.
- Interest in community development, economic development, or local government.
- Comfortable working with diverse partners including residents, business leaders, and public officials.
- Strong ethical standards and reputation.
- Valid Driver's License
- Ability to lift 50+lbs.

Preferred:

- While Area Development Foundation (ADF) welcomes applicants from a wide range of professional backgrounds, experience in the following areas is preferred: economic development, community development, finance, community or nonprofit organizations, business or commercial finance, real estate, government or public sector work, service on public committees or boards, workforce development, event planning, administrative operations, and building business relationships or partnerships.
- Lives in Knox County, Ohio.

Position Details:

- This is a full-time salary position with benefits.
- ADF office is open 8am-5pm, and this position is expected to be in office.
- Occasional work is required outside of office hours related to special events.