

Nelson County, VA is seeking interested and qualified applicants for the following position:

Position: Assistant Director of Tourism & Economic Development

Salary Range: \$60,976 – \$76,220 (DOQ) + Excellent Benefit Package Included

Closing Date: Until Filled by Qualified Applicant

Beginning Date: As Soon as Possible

Nelson County, Virginia is accepting applications for the full-time position of Assistant Director of Tourism & Economic Development. Under limited supervision, this position works closely with the Director to foster economic growth, increased visitation, and community development. This role will involve attracting new businesses, supporting and retaining existing businesses, and facilitating job creation. The Assistant Director will assist with planning and implementing strategies to promote a strong, diversified local economy and will serve as a liaison between the county, businesses, and the broader community. Duties include assisting in the development and implementation of strategies to attract new businesses to the county, assisting in the preparation and administration of grants for economic development projects, and helping manage special projects.

The successful candidate will have strong interpersonal and communication skills with the ability to build relationships across sectors; the ability to manage multiple projects with attention to detail; knowledge of local, state, and federal economic development policies and programs, and computer skills and working knowledge of various software (i.e., Microsoft Office). A four-year college degree in a related field (i.e., Marketing, Economics, Business Administration) and at least 3-5 years of experience in economic development, business administration, or a related field is preferred.

Nelson County Benefits Include:

- Multiple Retirement Plans + Company Match
- Paid Holidays
- Considerable Paid Time Off Accrual Rates
- Anthem Health Insurance + Delta Dental + Vision

Interested persons are to submit a completed application, cover letter, and resume to Nelson County Department of Human Resources, P.O. Box 336, Lovingson, VA 22949 or Judy Seraphin, jseraphin@nelsoncounty.org. (434) 263-7137. Please visit <https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-opportunities/> to access the full job posting and employment application. *EOE*.

NELSON COUNTY VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER
BY AUTHORITY OF NELSON COUNTY BOARD OF SUPERVISORS