

# Join Our Team

## Economic Development Assistant

Job Posting

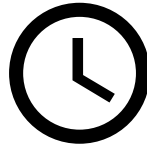
### POSITION

The Freeport Economic Development Corporation is seeking a professional assistant/analyst with experience in an economic development or real estate environment. Major functions include **Administrative Support** to ED Director and Board; **Analyst Functions**-city property, facts, and statistics; **Marketing & Social Media** assistance to promote the City; and **Liaison** roles to facilitate coordination between EDC, City, and community leaders. The ideal candidate's administrative skills will be coupled with strong communication and organizational skills.



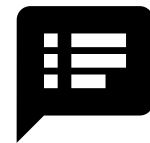
#### EDUCATION

Associates Degree required; Bachelors preferred, with course work in Economic Development, Real Estate, or related field. Prefer Economic Development Certification or ability to obtain over time.



#### EXPERIENCE

Three (3) years' experience in professional administrative role, with proficiency in MS Office software, email, presentations, and database research



#### BENEFITS

Free health, dental and vision insurance for employee; 13 paid holidays; paid vacation and sick leave; education; and longevity pay. City provides 2:1 match for retirement through TMRS.

## City of Freeport

Ideally situated on the central Gulf Coast, the City of Freeport, Texas, is approximately 60 miles south of Houston and 45 miles southwest of Galveston in Brazoria County. Freeport is home to 12,153 residents who enjoy beautiful beaches, outstanding offshore fishing, and a welcoming, small-town atmosphere, and is part of the Brazosport, Southern Brazoria County area.

*\*Any equivalent combination of education and/or experience may be considered.*

CONTACT US ● 979-871-0107 ● 200 W 2nd Street, Freeport, Texas ● [www.freeport.tx.us](http://www.freeport.tx.us)