

The City of Berlin, WI is accepting applications for a Berlin Community Development Corporation (BCDC) Economic Development Assistant. This position will report to the Planning & Development Director and to the City Administrator. The hours will be 15-20 hours weekly, between the hours of 7:30 am - 4:30 pm.

The Economic Development Assistant will assist in marketing the BCDC revolving loan funds for business expansion, retention, and attraction. The position will also assist in providing business outreach and assistance with business planning, governmental programs and financial packaging applications. The position's other responsibilities include assisting in the promotion of economic development within the City of Berlin. For the full job description, please see the City Website www.cityofberlin.net/job-openings/

A minimum one-year experience in economic development, business financing and lending, business management, or business marketing is preferred. Wage offered is dependent upon qualifications, experience and familiarity with the Berlin Community. Applications and resumes should be submitted to Sara Rutkowski at srutkowski@cityofberlin.wi.gov or dropped off at City Hall: 108 N. Capron St, Berlin WI 54923.