

CONFIDENTIAL AIDE – Mount Laurel Township – Responsibilities include but are not limited to economic development and grant writing for Mount Laurel Township. Confidential Aid will act as a liaison between Mount Laurel Businesses and Construction/Planning/Zoning Office. Responsible for preparing specific project applications for grant resources (State, Federal & County); provide technical assistance to department entities for grant applications. Does the field work involved in contracting and soliciting the establishment of new business for Mount Laurel, and in the retention and expansion of existing businesses. Receives and/or follows up on all inquiries from businesses, manufacturers, engineers, and others interest in establishing, expanding, or locating their facilities in Mount Laurel. Must be able to have effective working relationships with community, county officials, engineer, and municipal employees. Responsible for press releases, public relations, and social media, must have experience in these areas. Must have a least 3 years' experience in economic development/grant writing. Applicant must have a bachelor's degree. Applicants must have strong organization, excellent communication/writing skills and work effectively in team environment. Applicant must know Microsoft Office. Responsible for reporting to Township Manager and Council. Salary and benefits will be based on experience. Full-time position 8am-4pm Monday through Friday. Please submit a cover letter, resume, and licenses to: Acting Township Manager Meredith Tomczyk @ [mtomczyk@mountlaurel.com](mailto:mtomczyk@mountlaurel.com) by Friday March 31, 2017