

POSITION: Pearl River County Project Manager for Economic Development

Respondents must include their resume and Application for Employment (<http://www.pearlrivercounty.net/files/application.pdf>). These documents must be delivered to the following address by **October 8, 2021 at 5:00 PM**.

**Pearl River County Board of Supervisors
ATTN: Project Manager Position
207 West Pearl Street
P.O. Box 569
Poplarville, MS 39470**

POSITION SUMMARY

The Project Manager will be responsible for project management and administrative work. This position will be a Pearl River County employee and report to the Director of Economic Development. Other responsibilities of the position will include:

- Research, write and administer grants.
- Provide written reports and updates on the status of projects and grants.
- Outreach and marketing activities with existing businesses as directed.
- Other duties as assigned by the Director of Economic Development.

EDUCATION AND/OR EXPERIENCE

- Grant application and administration experience preferred.
- Project management experience preferred.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions as associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.