



JOB OPENING

JOB TITLE:	Business Outreach Coordinator
POSTING DATE:	June 24, 2026
CLOSING DATE:	Open Until Filled
DEPARTMENT/DIVISION:	Economic Development
EMPLOYEE GROUP:	Regular Part-Time
EMPLOYMENT STATUS:	Part-Time, Regular
START DATE & WORK SCHEDULE:	ASAP Monday, Wednesday, and Friday with 8-hour workdays. Flexibility for early or late-night meetings.
PAY RATE:	\$20-\$23/hr.
PREVIOUS WORK EXPERIENCE:	Prior experience in customer service, business development, real estate, municipal work, business management, or related.
EDUCATION:	Associates degree accepted if related to business administration, economics, public administration, or similar. Bachelor's degree, or enrolled to obtain a bachelor's degree in business, public administration, communications, economic development, community development, or similar preferred.
SPECIAL SKILLS & TRAINING:	Basic skills in word processing, excel spreadsheet, video call, and presentation software. Valid Operator's License.
BASIC RESPONSIBILITIES:	Conduct cold calls and outreach to local businesses to introduce the Economic Development Department. Visit businesses to build relationships and share available resources and programs. Assist businesses in identifying and accessing resources, incentives, and support programs. Research new economic development tools, grants, and incentive options. Attend meetings with businesses and community stakeholders. Work with other city departments on business-related requests/inquiries when needed. Collect and maintain accurate business data. Assist with board meeting arrangements, including preparing agendas and taking minutes. Handle coordination with content on the FHForward Economic Development Quarterly. Assist in grant applications and securing new partnerships. Local travel is required to attend events, conferences, and other similar meetings involved in Economic Development. Travel may include the use of a city pool car or personal vehicle.
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.