



*The following jobs are currently available with the Economic Development Center (EDC) of St. Charles County as of January 10, 2007. Applications will be accepted until the positions are filled.*

### **Marketing Specialist**

The Economic Development Center of St. Charles County is looking for a full-time Marketing Specialist. The ideal candidate will have a bachelor's degree in a related field and minimum three years experience producing print and web-based newsletters and news releases, desktop publishing, and special event coordination. Knowledge of Microsoft Office, InDesign, and Photoshop a plus. Economic development experience helpful. Position involves writing and graphic design, membership recruitment and relations, event planning, research, and providing general office support. Must have outstanding communication and customer service skills, be self-motivated, computer proficient, and a team player. Salary commensurate with experience, and excellent benefits package provided. To apply, please submit resume and cover letter with salary requirements to: EDC, 5988 Mid Rivers Mall Drive, St. Charles, MO 63304. Or by e-mail: [info@edcscc.com](mailto:info@edcscc.com). EOE

### **Credit Analyst**

EDC Small Business Finance is looking for a Credit Analyst for our 504 Loan Program. Position requires underwriting commercial loans, reviewing loan packages, analyzing financial statements submitted by borrowers, preparing credit summaries (with recommendation) and interacting with loan officers, borrowers, and lending partners. The ideal candidate will have commercial real estate and/or small business lending background as well as a bachelor's degree in a related field such as finance or accounting. Must have outstanding communication and customer service skills, be self-motivated, computer proficient, and a team player. Salary commensurate with experience, and excellent benefits package provided. To apply, please submit resume and cover letter with salary requirements to: EDC, 5988 Mid Rivers Mall Drive, St. Charles, MO 63304. Or by e-mail: [info@edcscc.com](mailto:info@edcscc.com). EOE