

Part-Time Administrative Director

The Riverhead Industrial Development Agency (IDA) is seeking a qualified Administrative Director to work on part-time independent-contractor basis. Responsibilities include administrative processing and coordination of IDA project requirements, community and public relations. Candidates must possess 2-3 years experience in business financing and/or economic development administration, excellent communication and organizational skills. Experience facilitating projects in the public sector is preferred. For a complete job description go to www.riverheadida.com . Send resume and letter of interest to: Riverhead IDA, 446 Edwards Avenue, Suite 2, Calverton, NY 11933 or fax to 631-369-5129, no later than close of business on March 5.