



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Part-time UEZ Field Representative</b>
<b>SALARY:</b>	<b>\$18 per hour</b>
<b>DEPARTMENT:</b>	<b>OECD/Urban Enterprise Zone Program</b>
<b>DATE POSTED:</b>	<b>March 6, 2023</b>
<b>DEADLINE:</b>	<b>March 24, 2023</b>

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The City of Perth Amboy is looking for an individual to fill a part-time position of Field Representative who will work to provide administrative support and canvas the commercial districts to market the UEZ tax incentive program offered to local business owners and potential business owners. The position is grant funded for one year from the appointment date, continued employment is contingent on additional funding.

**Job Description:** Under direction, the position will perform various duties including, but limited to assisting the Urban Enterprise Zone through the following objectives:

- Promote UEZ benefits available to the business community
- Recruit and register local business owners
- Assist in the registration process and data entry
- Assist in outreach to business owners and respond to constituent concerns
- Assist in overall program development

**Requirements:** Must be proficient in Microsoft Office applications, and have excellent customer service and superb written and oral communication skills, social media competency. Bilingual in Spanish is preferred. Applicant must adhere to a flexible work schedule that may include occasional weekends and evenings for events/ meetings.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **the closing date**.

*Equal Employment Opportunity Employer*