



Job Description

Position Overview: NCEDA Summer Fellow

Pitt County Economic Development (PCED) seeks an NCEDA Summer Fellow to support the revitalization and modernization of its Business Retention and Expansion (BRE) program. This fellowship provides a unique opportunity to work directly with local industries, economic development professionals, and university partners to improve industry engagement and shape a new web-based BRE portal designed to enhance communication, connect resources, and strengthen the regional economy.

Examples of Job Duties

The primary duties of the NCEDA Fellow will be as followed:

Research & Analysis

- Conduct research on best practices, models, and tools used for business retention and industry engagement portals nationwide.
- Review and analyze existing engagement strengths, weaknesses, opportunities, and challenges (SWOC) across Pitt County.

Stakeholder Engagement

- Meet with the PCED team, ECU REDE, Greenville ENC Alliance, and other partners to understand BRE program goals, expected outcomes, and resource needs.
- Develop an engagement plan and interview framework to guide conversations with local industries.
- Coordinate, schedule, and facilitate meetings with industry partners and key stakeholders.
- Provide follow-up communication and documentation after each engagement session.

Data Gathering & Reporting

- Aggregate and summarize feedback gathered through industry meetings and stakeholder convenings.
- Prepare a comprehensive report detailing industry needs, engagement gaps, and opportunities for support and collaboration.
- Present findings to PCED leadership and stakeholders.



Portal Planning & Development

- Translate identified needs into an outline for a user-centered BRE engagement portal.
- Recommend features, content categories, and resource linkages that should be included on the portal.
- Collaborate with PCED, ECU, and development partners to refine portal scope and objectives.

Implementation Plan Creation

- Develop recommendations for portal implementation, including: timeline, budget, data sources, roles, and sustainability.
- Present the final proposal and implementation plan to stakeholders for review and approval.

About Pitt County Economic Development

Pitt County, home to nearly 180,000 residents and anchored by Greenville, is a regional leader in healthcare, education, advanced manufacturing, biopharmaceuticals, and creative industries. PCED leads business recruitment, expansion, and retention efforts and collaborates with institutions like East Carolina University to drive regional economic growth.