

Economic Development Specialist

Economic Alliance Job Description

SALARY:	\$24.90 PER HOUR
CLASSIFICATION:	FT-TEMPORARY (GRANT FUNDED)
SUPERVISOR:	EXECUTIVE DIRECTOR

SUMMARY

To support the Economic Alliance's core mission to facilitate partnerships with private, government, and tribal entities that will create an environment to nurture, support and recruit businesses and industry in Okanogan County and serving as a secondary point of contact in Economic Development. This position will also be the point of contact for the new Small Business Resource and Technology Center.

The Economic Development Specialist works with the Executive Director to assist in related programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the secondary contact for the Economic Alliance.
 - Attend required trainings, conferences, etc.
 - Participate in monthly board meetings and report to the Economic Alliance Board of Directors updates on program specific items as requested.
- Business Resource and Technology Center (BRTC) /Catalyst Liaison
 - Market use of space to businesses and community groups. Includes use of Computers, office equipment and other Technology.
 - Build and manage event/meeting calendar.
 - Market events to the community
 - Work in collaboration with the SBDC advisor, local businesses and community partners to identify training needs of the business community.
 - Develop and offer classes at the BRTC either in a group setting or 1 on 1.
 - Assist local businesses to learn how to utilize our technology to expand their businesses to the online marketplace.
 - Prepare/organize space based on business needs.
 - Work closely with SBDC advisor
 - Market to underserved small business populations in our county to ensure access for all
- Maintain Economic Alliance Website and provide updates in the following.
 - Serve as "property expert" for the Economic Alliance. Manage and update the Economic Alliance's property data base under the supervision of the Executive Director. Update building and site availability monthly internally for the Economic Alliance's website and externally with state Department of Commerce. Scrub property information annually for accuracy and designated featured properties quarterly.
 - Work with local cities to develop marketing materials for their commercial and industrial properties that we can add to our website.
- Track available economic development opportunities and business contacts:
 - Required to keep track of all business contacts and trainings for contract reporting.
- Aid in the production of a semi-annual newsletter. This includes gathering pertinent information, drafting, and formatting articles, and disseminating to the appropriate industry list.

- Participate in various external and internal meetings and events that require the Economic Alliance staff support and involvement. This may include Chamber functions, Workforce Development meetings and other possible functions.

MINIMUM REQUIREMENTS

1. Outgoing personality who enjoys people
2. Writing, reading, and analytical skills
3. Public relations and marketing experience
4. Some data entry skills, competence with office management software
5. Technically savvy (will need to learn how to operate our equipment and teach how to use businesses to use technology)
6. Strong customer service attitude
7. Organizational skills and attention to detail
8. Bilingual (Spanish)

PHYSICAL REQUIREMENTS

1. Must be able to lift up to 25 pounds
2. The employee is occasionally required to stand; walk, climb stairs, and stoop, kneel, crouch or crawl.

MINIMUM EDUCATION

1. Bachelor's degree with significant coursework in business administration, economics, marketing, or public relations.
2. Relevant work experience in development authority, chamber of commerce, business development or research.

JOB SPECIFICATIONS

1. Advanced writing, reading, arithmetic and analytical skills required.
2. High school diploma/equivalent required.
3. Internet communication skills.
4. Strong customer service skills required to communicate effectively with all levels of management, business and government offices.
5. Excellent organizational, attention to detail, follow through and problem-solving skills required.
6. Experience in planning special events/meetings.
7. Must have reliable transportation.
8. Strong public speaking skills, this position will be required to present to groups or small businesses.
9. Other duties as assigned.

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.
2. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Equal Employment Opportunity: The Economic Alliance is an equal opportunity employer and service provider dedicated to the advocacy of small businesses and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.