



## **JOB DESCRIPTION**

**Title:** **Business Initiative Specialist**

**Reports to:** Vice President of Business Initiatives

### **Summary of Position:**

Responsible for supporting Orange County Business Council's core initiatives which are defined as Economic Development, Workforce, Housing, Infrastructure and Quality of Life. This includes the coordination of meetings and working with the support teams within the Business Council to promote these initiatives and promote engagement on relevant topics that impact Orange County's business community. The department's ultimate objective is to develop and promote action items related to these initiatives. We do so by developing and maintaining close relationships with elected and non-elected representatives in business, education, government, nonprofit and philanthropy to support the Business Council's effort to build and mobilize coalitions to create measurable change to Orange County's economy. If interested in applying, contact Jesse Ben-Ron, Vice President of Workforce and Economic Development at [jbenron@ocbc.org](mailto:jbenron@ocbc.org).

### **Duties & Responsibilities:**

- Support all Orange County Business Council core initiatives reporting to Vice President of Business Initiatives.
- Support the planning and execution of regular committee meetings related to these initiatives, as well as special purpose meetings on specific topics which may arise.
- Support the planning and implementation of the annual Workforce Conference and Economic Development Forums in collaboration with support teams in Investor Relations, Communications and Events.
- Support the Leading Educational Attainment (LEA) for Families Initiative, a family involvement program working directly with non-profit organizations and local school districts for the purpose of ensuring Orange County has a locally trained and highly skilled workforce with home-grown talent.
- Support and maintain the [www.locationoc.com](http://www.locationoc.com) website.
- Support advocacy around STEAM (Science, Technology, Engineering, Arts and Math).
- Assist in identifying and promoting policy positions, legislation and bond measures that will positively impact the business community and communicate those efforts. This includes Early Childhood Education, K-12, Community Colleges and Higher Education Stakeholders.
- Represent the Business Council at outside meetings and events when needed.

- Work with the VP of Business Initiatives and Communications Department on submitting and/or editing articles for OCBC Indicator: E-newsletter and Social Media.
- Help identify and complete grants that support workforce and economic development initiatives.
- Provide other support within not outlined above but relevant to the needs of the organizations mission.

**Qualifications:**

- Minimum of 2 years of experience working in public policy, education, economics, business association, government affairs or public affairs; or a Bachelor of Arts or Bachelor of Science in these fields.
- Ability to work collaboratively in a team environment.

**Applicants Must Demonstrate:**

- Strong verbal and written communication skills.
- Strong research and analytical skills.
- Maturity and ability to represent the Council in a manner that reflects positively on themselves and the entire organization.
- Flexibility and ability to work effectively with others.
- Great organizational skills in time management.
- Candidate should be detail oriented.
- Ability to exercise discretion and independent judgment.
- Ability to work well under pressure.
- Ability to use a variety of computer programs.
- Professional appearance and manner.
- Exemplary standards of honor, ethics, quality and productivity.
- Ability to work proactively and productively with limited supervision.
- Willingness and ability to travel.