



Economic Development Team Coordinator

Job Type: Full-time, Salary

Reports to: Director, Talent Initiatives

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

Position Summary:

The chamber is seeking a team-minded, results-driven professional to support the work of the economic development team. The chamber's economic development team engages with the private sector to encourage job creation and capital investment. The team's scope of work includes business attraction, business retention and expansion, talent initiatives, small business and entrepreneurship, and diversity initiatives and programming.

The ideal candidate must act with integrity, be professional and respectful, value teamwork, and embrace change to pursue new and better ideas. The candidate must be dependable, discreet, collaborative, and have an inherent passion to help grow the Little Rock region. Key skills for success in this role include multi-tasking, being detail oriented to work with data and research, having a solution-minded attitude, providing excellent customer service, working well with all members of the team, and being able to achieve established goals.

This position will work primarily with the Director of Talent Initiatives and the Vice President of Economic Development to support the talent and business attraction initiatives of the economic development team.

Principal Duties & Responsibilities:

- Collaborate with the Director of Talent Initiatives to facilitate the team's talent attraction program focused on recruiting degreed professionals back to Arkansas which includes managing the program database, connecting inbound recruits to job opportunities, and coordinating matching incentives for the program
- Conduct research and compile responses to economic development Requests for Information (RFIs)
- Conduct due diligence on economic development projects to include gathering details on the project company and competitor communities
- Assist with the preparation for prospect visits to include producing presentations, marketing materials, and any other visit logistics
- Assist with the preparation of team reports which includes monthly and quarterly reports to the Board of Directors, Executive Committee, MetRock Forward investors, Academies of Central Arkansas Steering Committee, and Metro Little Rock Alliance partners
- Work with the Director of Marketing and Creative Services to produce marketing assets that enhance the image of Metro Little Rock and support economic development activities
- Monitor and update real estate offerings in metro Little Rock through the Arkansas Site Selection Center database
- Serve as primary point of contact on the economic development team for data requested from Lightcast database
- Maintain and update the Academies of Central Arkansas Airtable database
- Maintain accurate information in the team's project database (Salesforce)
- Manage and maintain contact distribution lists for site location consultants and economic development partners
- Provide general administrative support to the economic development team as needed
- Perform other duties as assigned

Knowledge, Skills & Abilities:

- A combination of education and experience may be substituted when proficiency is demonstrated
 - Bachelor's degree preferably in communications, business, marketing or public relations
- Exceptional written and oral communication skills are required
- Exceptionally strong inter-personal skills, including the ability to read and respond to body language and a wide range of personality types and backgrounds
- Must be comfortable, confident and outgoing in social settings
- Able to work independently and proactively without daily instruction, but must also be an engaged and participatory member of the larger team and have strong conflict resolution skills
- Creative and able to problem solve, set and accomplish goals, and meet deadlines
- Organized and able to keep accurate and detailed documentation
- Ability to manage sensitive information in a professional and confidential manner
- Intermediate computer skills essential, including a working knowledge of Salesforce, Microsoft Outlook, Word, Excel, PowerPoint
- Maintain active awareness and knowledge of community and regional issues in order to better relate to industry interests
- Existing connections to the regional business community is a plus
- Ability to work a flexible schedule as needed
- Valid driver's license and reliable personal transportation

Compensation and Benefits:

- Competitive compensation based on experience
- Benefits include: Medical, dental and vision insurance, paid vacation, holidays, sick leave and 401k

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment
- Requires ability to understand verbal communication and to respond effectively
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing and standing for long periods of time and repetitive motions in computer use
- Requires learning and adapting new software

The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability or any other basis of discrimination prohibited by applicable local, state or federal law.

How to Apply

Candidates must submit a cover letter, resume and references, combined into one PDF document to Kristi Barr, kbarr@littlerockchamber.com. Please include "Economic Development Team Coordinator" in the subject line of the email.