

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**PLANNER I**  
**Business Development & Economic Opportunity Coordinator**

**UNION AFFILIATION: STEELWORKERS**

**Pay Grade: 36 \$50,974**

Under the direction of the Director of Planning and Economic Development, the Business Development & Economic Opportunity Coordinator, will respond to the needs of the local business community to determine, how best to help and assist business grown and expand. This position functions as a liaison to businesses helping to expedite and simplify the process by which businesses become established and grow in the city. Position will identify, develop, and coordinate services and programs to support business growth and expansion in the City of East Providence through partnerships with employers, educators, economic developers, and other community-based organizations. Other responsibilities include collecting and analyzing relevant data, and cultivating new relationships with new businesses in the city and business support organizations. Position will focus on assisting existing businesses and industries impacted by the COVID-19 pandemic.

**DUTIES & RESPONSIBILITIES:**

1. Serve as a point of contact for the City of East Providence and provide support for businesses through the Planning and Economic Development Department
2. Promote and coordinate monthly informational sessions in collaboration with internal and external stakeholders for the business community.
3. Coordinate with City of East Providence Building Inspection, Zoning Officer, Fire Department Plan Review and other City departments or officials as well as field calls from business owners to assist with licensing and permitting issues.
4. Confer with local business/industry management and training personnel individually and/or in groups to gain knowledge of workplace requirements in prioritized industry sectors and assist with employers' staffing needs.
5. Coordinate with workforce development efforts to collect and share information regarding workforce development needs, trends and workforce development and business incentives. Conduct economic development research using various data sources including U.S. Census Bureau, Bureau of Economic Analysis, and Rhode Island Dept. of Labor and Training.
6. Communicate trends and insights gleaned from research and business contracts regarding workforce development, business climate, economic conditions, hiring trends, and related issues.
7. Write reports and develop presentations for various audiences internal and external
8. Manage data and information in an electronic format using Customer Relations Management software based on ongoing meetings with businesses.
9. Attend meetings, conferences, and seminars as requested.
10. Other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree preferred; OR previous education and experience in business management, economic development, marketing/communications, public administration or related area.
2. Minimum of two (2) years of experience in public administration, workforce development, small business entrepreneurship program development or related area.
3. Knowledge of business support services, entrepreneurship activities, technical assistance and capacity building programs, workforce development, and MBE/WBE certification programs.
4. Proven ability to conduct independent research, analyze and synthesize data, and develop coherent data presentations.
5. Proven experience in Microsoft Word, Excel and PowerPoint
6. Must possess and maintain a valid state driver's license
7. Ability to communicate effectively both orally and in written word.
8. Ability to write memoranda and narrative reports and to compile, aggregate, and synthesize statistical data.
9. Ability to build and maintain positive working relationships with city department employees, nonprofit group members, business leaders, representatives or members of state agencies and community stakeholders.
10. Strong interpersonal skills
11. Ability to maintain a database system of client and business interactions
12. Ability to use Customer Relations Management software to effectively manage business/employer/customer contacts.
13. Ability to work independently with limited supervision and to complete tasks in a timely manner.
14. Must be able to perform all essential functions of the job.

Multilingual Portuguese/Spanish/English languages preferred.

**EXAMINATION WEIGHT**

**Oral 100 %**

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)

***Application and resume must be submitted no later than December 1, 2021, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**