

CITY OF EAST PROVIDENCE



EMPLOYMENT OPPORTUNITY

Business Development & Economic Opportunity Coordinator (Planner I)

Grade 36 Starting Salary \$53,044

Union Affiliation - United Steelworkers Local 15509

Job Description: Under the supervision of the Director of Planning and Economic Development, the Business Development & Economic Opportunity Coordinator (Planner I) determines how best to help and assist businesses grow and expand by responding to the needs of the local business community. 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. The Business Development & Economic Opportunity Coordinator (Planner I), 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.

Duties and Responsibilities: The Planner I performs, but is not limited to, the following duties.

- Serves as a point of contact and provides support for businesses through the Planning and Economic Development Department.
- Promotes and coordinate monthly informational sessions in collaboration with internal and external stakeholders for the business community.
- Coordinates with City of East Providence Building Inspection, Zoning Officer, Fire Department Plan Review, and other City departments or officials to assist business owners with licensing and permitting issues.
- Confers with local business and industry management and training personnel to gain knowledge of workplace requirements and assist with employers' staffing needs in prioritized industry sectors.
- Coordinates with workforce development efforts to collect and share information regarding workforce development needs, trends and workforce development and business incentives.
- Conducts economic development research using various data sources including U.S. Census Bureau, Bureau of Economic Analysis, and Rhode Island Dept. of Labor and Training.
- Communicates trends and insights gleaned from research and business contracts regarding workforce development, business climate, economic conditions, hiring trends, and related issues.
- Write reports and develops presentations for various audiences internal and external.
- Manages data and information in an electronic format using Customer Relations Management software.
- Attends meetings, conferences, and seminars as requested.
- Other related duties as assigned.

Desirable Knowledge, Skills, and Abilities:

- Bachelor's degree in business management, economic development, marketing/communications, public administration or related area, or an equivalent of education and experience.
- Knowledge of business support services, entrepreneurship activities, technical assistance and capacity building programs, workforce development, and MBE/WBE certification programs.
- Ability to conduct independent research, analyze and synthesize data, and develop coherent data presentations.
- Ability to communicate effectively both orally and in writing.
- Ability to write memoranda and narrative reports and to compile, aggregate, and synthesize statistical data.
- 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.
- Strong interpersonal skills.
- Ability to maintain a database system of client and business interactions.
- Ability to use Customer Relations Management software to effectively manage business, employer, customer, and constituent contacts.
- Ability to work independently with limited supervision and to complete tasks in a timely manner.
- Proficiency in the use of productivity software like Microsoft Office.
- Possession and maintain of a valid state driver's license.
- Ability to speak Portuguese and Spanish.

Minimum Qualifications:

- High school diploma or equivalent.
- Minimum of two (2) years of experience in public administration, workforce development, small business entrepreneurship, program development, or a related area.

Physical Requirements: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to:

- Work in a variety of physical positions, including sitting, bending, stretching, and standing for extended periods, and walking.
- The employee must be able to perform physical activities such as, but not limited to, lifting and/or moving light objects up to ten (10) pounds.

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



Application and resume must be submitted no later than November 14, 2023, 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

POSTED 11/03/2023