

## **Strategic Initiatives & Research Specialist**

**Position Description:** The Strategic Initiatives & Research Specialist facilitates strategic initiatives and programs that advance Jefferson Parish's economic development strategy, the Jefferson EDGE. Such activities include creative solutions that assist the growth of Jefferson Parish's targeted industry clusters; strategies that improve community development and quality of life; researching best practices in economic development; and tracking policies and funding opportunities. The successful candidate will coordinate impactful programs for Jefferson Parish economic and community development, write grant applications to carry out such initiatives, and engage in research into policy, funding, and other programs and opportunities for Jefferson Parish economic development and the betterment of the Greater New Orleans region.

### **Essential Functions:**

1. Coordinate and implement strategic initiatives and activities under Jefferson Parish's economic development strategic plan, The Jefferson EDGE 2025. Such initiatives include but are not limited to: housing stock enhancement programs, programs that support growing industries, transportation initiatives, Brownfield and green redevelopment initiatives, etc.
2. Research and track relevant economic development policies and programs at federal, state, and local levels that may impact Jefferson Parish.
3. Identify and pursue grant and other funding opportunities to support special projects.
4. Help coordinate deliverables and reporting of existing grants.
5. Coordinate meetings and events that advance strategic initiatives, and represent JEDCO at pertinent economic development meetings and events.
6. Track progress of action items completed through the Jefferson EDGE and other strategic plans overseen by JEDCO.
7. Other duties as assigned.

### **Experience:**

1. Bachelor's degree OR minimum three years relevant work required.
2. Excellent written and oral communication skills required.
3. Excellent research and analytical skills required.
4. Experience with Microsoft Office programs required.
5. Experience with grant application and/or administration preferred.
6. Knowledge of local, state, and federal government functioning preferred.
7. Experience with economic development, community development, planning, public sector work, or real estate development preferred.

### **About JEDCO:**

The Jefferson Parish Economic Development Commission (JEDCO) is an independent, yet complementary arm of Jefferson Parish government. JEDCO's mission is to build a resilient, equitable, diverse and competitive economy by driving the retention and creation of quality jobs, entrepreneurship, innovation, and investment in Jefferson Parish.

JEDCO provides competitive vacation and sick leave benefits, retirement benefits, and a flexible hybrid work policy. Salary is commensurate with credentials and experience. Forward resume and cover letter to JEDCO, Attn: Human Resources, 700 Churchill Parkway, Avondale, LA 70094, or [hr@jedco.org](mailto:hr@jedco.org). Submissions will be accepted through September 30, 2022.

**JEDCO Core Values:**

**INTEGRITY:** We pride ourselves in demonstrating integrity in all that we do with respect and responsibility. By following up and following through, we generate trust within our business community.

**DYNAMIC APPROACH:** JEDCO is adaptable and progressive. We consistently seek opportunities to deliver creative, innovative solutions to serve the needs of the Jefferson Parish business community.

**COLLABORATIVE:** JEDCO works to enrich and empower our community through collaborating with key partners and connecting businesses with resources to prosper Jefferson Parish.

**SERVICE-ORIENTED:** We are funded by the community and serve the community equitably, inclusively, and with dedication to empower all Jefferson Parish companies.