

## Economic Development Specialist

*Collect and analyze critical data to discover the U District Business Landscape*

**Position:** Economic Development Specialist

**Reporting Relationship:** Economic Development Manager

**Status:** Non-exempt, hourly (25-30 hours/week)

**Duration:** Approximately 20 weeks (ending no later than July 1, 2021)

**Hourly Rate:** \$20

### OVERVIEW/CONTEXT:

The Economic Development Specialist (EDS) supports the U District community by carrying out the economic development goals of the U District Partnership and is supervised by the Economic Development Manager. The EDS serves the U District by engaging with business owners, collecting critical data, and working collaboratively with the Economic Development Manager to understand the “on-the-ground” reality of the U District economy. The role requires combining analytical and soft-skills to accomplish strategic goals.

### DUTIES & RESPONSIBILITIES:

The Economic Development Specialist will further the goals of the U District Partnership by:

- Representing the U District Partnership by meeting business owner/operators “on-the-ground” and sharing critical resources to promote business retention.
- Collecting critical data throughout the U District including but not limited to: (1) business contact information; (2) temporary/permanent closures; (3) new business openings; and (4) commercial leasing opportunities.
- Managing a business landscape database to accurately track businesses throughout the U District.
- Managing a commercial vacancy database to accurately track trends within new commercial leasing opportunities.
- Promoting and helping businesses register for [UDistrictSeattle.com](http://UDistrictSeattle.com)

### EDUCATION/EXPERIENCE:

- One year of increasingly responsible experience in the field of economic development.
- Working towards a Bachelor/Master’s degree in urban planning, public administration, business administration, economics or closely related field.
- Experience and/or past employment in entrepreneurial venture, small business, commercial real-estate, or sales environment desirable.

**HOW TO APPLY:** Preference given to applications **received before February 5.**

Please submit your resume and letter of interest to: [daniel@udistrictpartnership.org](mailto:daniel@udistrictpartnership.org)