

Economic Development Specialist

Temporary, non-exempt, hourly (20-30 hours/week)

Duration: January 2022 – July 2022

Deadline to apply: Monday, January 3, 2022

ABOUT U DISTRICT PARTNERSHIP

The [U District Partnership](#) (UDP) is a nonprofit 501(c)(3) organization with a mission to serve all who work in, live in, and visit Seattle's University District by fostering and sustaining a vibrant, diverse, and healthy neighborhood for the common good. UDP's programs are evolving with the neighborhood as we provide services several program areas: Economic Development, Urban Vitality, Cleaning, Public Safety, Homeless Outreach, Marketing, and Events. The UDP an independent nonprofit organization that is also partially funded by the U District Business Improvement Area (UDBIA) and serves residents, visitors, businesses and other stakeholders in Seattle's University District neighborhood.

OVERVIEW/CONTEXT:

The Economic Development Specialist will report to the Economic Development Manager and support the U District community by carrying out the economic development goals of the U District Partnership. The Specialist will engage with business owners, collect important information and data, and work collaboratively 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:

U District Seattle Website

Online digital guide developed and promoted by UDP to increase consumer traffic to neighborhood businesses.

- Engage with business owners/operators to inform them of the benefits and features of the udistrictseattle.com website.
- Increase participation by creating business profiles for targeted U District businesses.
- Respond to questions and provide technical assistance for businesses new to the website.
- Support content development and strategy for the website.

Commercial Vacancy Tracking

Tracking of commercial spaces to uncover more retail opportunities for businesses to expand to or within the U District.

- Walk the neighborhood on a regular basis to uncover and track commercial spaces that are vacant or available in the community, including those not advertised online.

- Develop and maintain a commercial vacancy database that tracks spaces, their size, price per sq. ft., and brokerage information on Fulcrum (mobile data collection and workflow automation software).
- Analyze and report trends to support business retention and recruitment.

Business Landscape Database

U District-wide database that highlights businesses, their sectors, and contact information for owners/operators.

- Coordinate with the Economic Development Manager to collect contact information for businesses as UDP builds upon and develops relationships with area businesses and organizations.
- Track the changing economic landscape in the neighborhood including business openings, closures, and new programs.
- Integrate the current business landscape database into the Fulcrum (mobile data collection and workflow automation software).

Promotional Event Support

Events focused on attracting more customers to local businesses including the Cherry Blossom Festival, Boba Fest, and U District StreetFair.

- Support UDP staff in preparing for and facilitating successful events in the community.
- Engage with business owners/operators in advance of events to encourage participation.
- Support businesses with event related questions and preparedness before and during events.

EDUCATION/EXPERIENCE:

- One year of increasingly responsible experience in the field of community organizing or economic development.
- Experience and/or past employment in entrepreneurial venture, small business, commercial real-estate, or sales environment is encouraged.
- Working towards a Bachelor/Master's degree in urban planning, public administration, business administration, economics or closely related field.
- Proficiency in Mandarin Chinese or Korean is encouraged.

HOW TO APPLY:

Position: Economic Development Specialist

Reporting Relationship: Economic Development Manager

Status: Non-exempt, hourly (20-30 hours/week)



1415 NE 45th Street, Seattle, WA 98105
(206) 547-4417 | udistrictpartnership.org

Duration: January 2022 – July 2022

Hourly Rate: \$22-\$25 DOE

Please submit your resume and letter of interest to: daniel@udistrictpartnership.org

The U District Partnership (UDP) is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. UDP encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.