



PART-TIME RESEARCH AND DATA COORDINATOR

ABOUT CREDC

The Columbia River Economic Development Council (CREDC) is the leading economic development organization for Clark County, Wash., working to advance the economic vitality of the region through business growth and innovation. CREDC's mission is to develop a strong, innovative business environment across Clark County in collaboration with over 150 private and public sector partners.

We are a dedicated and welcoming group of professionals with diverse origins, professional backgrounds, and interests, seeking a new team member to help create content for digital outreach, and measure and report progress on the county-wide economic development strategy.

*Our vision is for Clark County to be recognized as one of the **most inclusive, healthy and amenity-rich communities in the country**. As a result, and with a continued **focus on growing a diverse base of community-minded employers**, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.*

POSITION DESCRIPTION

Under the supervision of the Director of Business Relationships & Strategy, the Research and Data Coordinator is responsible for collecting data, documenting references, and packaging information to share with our stakeholders, contract partners, digital community.

Do you envision a career path where you contribute to growing community and economic vitality daily? Are you motivated to tie on-the-ground business growth and recruitment efforts to development planning? Clark County continues to emerge as a standout location for entrepreneurship, business innovators, and quality of life seekers. A competitive candidate for this position will have a knack for connecting the data points that help CREDC maintain and advance our effectiveness in communicating this narrative.

While this position will start as a part-time role with our team, a leading candidate will have the opportunity to matriculate to a full-time strategic manager position in a 9-month timeline (approximate)—with key contributor functions for our 2024-29 Strategic Plan reset.

This is a part-time position, defined as no fewer than 20 hours per week with work from home flexibilities (with a combination of at least 8 hours/week overlapping with "traditional" office hours) and periodic in-office time anticipated. Secure laptop will be provided.

PRIMARY DUTIES

- Support CREDC's contractual relationships, data gathering, and reporting functions
- Sustain strong working knowledge of the Clark County Comprehensive Economic Development Plan, and collect data that demonstrates the community's progress against 5-year benchmarks
- Contribute to HubSpot CRM data collection, data entry, streamlining, and reporting
- In consultation with CREDC team and relevant committees track national-level research and data to propose opportunities for local industry
- Sustain CREDC relationships to bridge connections and facilitate opportunities across business and public stakeholders



Columbia River Economic Development Council

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

We are eager to work with a candidate who is comfortable with numbers and sleuthing reliable internet data and can subsequently organize and manipulate data in Excel and a web-based HubSpot CRM. The ideal candidate is energetic, creative, has an innate collaborative work style, understands that economic development is a team effort and must be able to demonstrate the following qualifications:

- Two+ years of research, marketing, planning, or project management experience preferred
- Experience equivalent to, or attainment of, an associate degree in business administration, finance, urban planning, public administration, or related field
- Passion for CREDC's mission and vision, with interest in relationship building and helping businesses in Clark County thrive
- Impeccable organizational skills that complement ability to follow-through reliably
- Strong analytical skills and ability to quickly and accurately analyze and synthesize data
- Willingness to receive feedback and contribute strategic ideas
- Ability to adapt in a constantly changing environment, with a strong sense of initiative
- Capability to integrate across the team to measure the goals outlined in the Clark County Comprehensive Economic Development Plan and contracted requirements
- Excellent time management and strong verbal and written communication skills
- High proficiency with Windows based programs, including Word, Excel, and Power Point

COMPENSATION

CREDC offers a competitive employee benefits package that includes opportunities for sponsored professional development, work from home flexibilities, and a pro-rated paid time-off package. Starting hourly pay range is \$23-\$27/hour, not to exceed 30 hours per week.

APPLICATION DEADLINE

Please submit a cover letter and resume to Jennifer Baker at info@credc.org, application materials will be reviewed on a rolling basis.