

# STLPARTNERSHIP

## World Trade Center: Assistant Project Manager

### **THE ORGANIZATION**

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership (formerly St. Louis County Economic Council) marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### **THE POSITION**

World Trade Center St. Louis (WTC) is seeking a full-time Assistant Project Manager to assist with planning and communications for all trade and event related operations and the St. Louis Mosaic Project immigration initiative, as well as leading several key initiatives for both groups.

For more than 20 years, as the international division of the St. Louis Economic Development Partnership, WTC has promoted local economic development by guiding regional businesses to expand into foreign markets, hosting visiting trade delegations to St. Louis, and promoting the region as a place for international trade relations, investment, and economic growth.

The Mosaic Project is a regional initiative, led by a diverse, high level, 27-member steering committee, to position St. Louis as the fastest growing U.S. metropolitan area for immigration by 2020.

**Job Functions:**

- Provides administrative support to WTC Deputy Director of Training & Programs and Mosaic Executive Director; assists with scheduling of meetings, event planning functions, and preparation of presentations and report materials
- Assists in the development, creative design, and writing of WTC and Mosaic Project electronic communications including regular updates of websites, event announcements, weekly electronic newsletter and social media
- Assists in hosting international dignitary, trade and investment delegations to the region and engaging relevant government, civic and business partners in the process
- Perform general clerical duties to include, but not limited to, copying, mailing and filing
- File and retrieve organizational documents, records and reports.
- Set up and coordinate meetings and conferences
- Prepare agendas and make arrangements for training and committee meetings
- Attend relevant meetings as requested in order to record minutes
- Support staff in assigned project-based work
- Assists in special events, such as fundraising activities and the annual meeting
- Perform other duties as assigned

***THE NEED*****Professional qualifications for this position include:**

**Education:** Bachelor's degree in Business Administration, Public Policy, Economics, International Studies, or related field.

**Experience:**

1. At least 2 years of various administrative and project support/management experience
2. Cross cultural experience and global perspective gained by working/living with people of other cultures highly desirable. Deep knowledge of the St. Louis foreign born and minority communities highly desired
3. International affairs or business experience desired but not required
4. Excitement and energy to work with and communicate with corporate providers, partners, and local foreign born people at both senior and grass roots levels
5. Demonstrated working knowledge of social media platforms and their use, including Twitter, Facebook, LinkedIn, and tools available for coordinating associated postings and responses
6. Experience in event planning and execution
7. MS Word, Excel, Power Point, Constant Contact and the ability to learn new software applications as needed. Some WordPress, website and/or CRM database management experience desirable

**INTERPERSONAL CHARACTERISTICS:** Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

**THE REWARD**

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:

<https://stlpartnership.com/>

[www.worldtradecenter-stl.com](http://www.worldtradecenter-stl.com)

[www.StlMosaicProject.org](http://www.StlMosaicProject.org)

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*