

STLPARTNERSHIP

Project Coordinator – Major Projects

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 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

The position performs supportive functions for the Vice President of Major Projects. This position handles a wide variety of complex and confidential situations. This person prepares routine and advanced correspondence including letters, memoranda, and reports. The person will need to be familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. This person will be expected to work on variety of projects independently as well as with a team, with minimal direction. A wide degree of creativity and latitude is expected. May direct and lead the work of others.

Job Functions:

- Communicate in a professional manner with community members, officials and representatives while maintaining total confidentiality in all areas of correspondence.
- Research, develop and coordinate grant opportunities for the Major Project's division

- Work independently on complex and confidential assignments without detailed instructions.
- Schedule multiple meetings with outside parties including, compliance meetings with MoDOT, construction meetings, stakeholder meetings with effected property owners, and other regulatory & private entity meetings.
- Represents the organization and its initiatives at special events.
- Serves as liaison for the Partnership and the Vice President of Major Projects
- Aid the Vice President of Major Projects in complying with organizational and legal policies regarding procurement and contract execution.
- Write promotional material, such as blog posts, press releases and award applications for SLEDP initiatives, in conjunction with the Marketing and Communications division.
- Complete other special divisional assignments or projects as directed by the Vice President
- Establish and manage database tools for Major Project's grant information and contact management.
- Perform other duties as assigned.

THE NEED - Professional qualifications for this position include:

Education: Bachelor's degree in Business Administration or related field

Experience:

1. Understanding and experience with office management, office systems, word processing, Excel spreadsheets; database software and application experience a plus.
2. Modern office management practices and procedures, equipment and systems.
3. Perform and accomplish requirements of the job using appropriate general office equipment (i.e., fax machine, copy machine, calculator, multi-function telephone, Dictaphone).
4. Use advanced computer word processing, presentation and spreadsheet/database management applications (i.e. Microsoft Word/PowerPoint/Access/Excel applications).
5. Comprehend and make inferences from written materials.
6. Understand, interpret, explain and apply relevant policies, procedures and regulations.
7. Attend to details, calculate numerical formulas and verify accuracy of amounts and calculations.

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://main.stlpartnership.com/about-slcec.html>

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.