

STLPARTNERSHIP

Community Outreach Specialist

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (STLPartnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STLPartnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STLPartnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STLPartnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

Position Description

The Community Outreach Specialist serves as a liaison between public and private entities, municipalities, businesses, nonprofits, community groups, and residents across St. Louis City and County with a focus on the St. Louis Promise Zone. This position will help to further the six Promise Zone goals of economic development, sustainable communities, health, education, workforce, and safety. This job requires some non-traditional hours, as community meetings might be held in the evening or community events may occasionally be held on weekends.

Job Duties

- Connect with and services as a STLPartnership liaison to public and private entities, municipalities, businesses, nonprofits, community groups, and residents to internal resources and services managed by STLPartnership and external resources and services provided by federal, state, and local partners.
- Attends community meetings including those coordinated by business associations, chamber, neighborhood and community groups, or other functions as appropriate to establish and strengthen community relationships.
- Interfaces with representatives of the County, municipalities, and other organizations/agencies to partner on projects.
- Listens to community concerns and through partnerships with other organizations, develops strategies to further STL Partnership's mission and the six Promise Zone goals.
- Prepares reports for the existing St. Louis Promise Zone HUD grant.
- Identifies public and privately funded grants and other resources partners. Secures internal approval, support from relevant partners, and required documentation to pursue identified

grants and resources. Manages grant application partnerships. Provides technical support for applications.

- Project management includes procurement in compliance with funder requirements and organization requirements, submitting progress reports, monitoring funds, processing payments and change-order requests.
- Coordinates redevelopment activities with federal, state, and local governmental entities and organizations with jurisdiction in the area where the project is located.
- Works closely with the Vice President of the department, other internal departments, STLPartnership managed boards, as needed.
- In partnership with the community, supports strategies for neighborhood planning and public improvements including independent studies, comprehensive plans, and implementation resources.
- Participates in community committees and task forces, where needed, to support long-term community and economic development projects.
- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.

Professional qualifications

Education

Bachelor's degree from an accredited institution in business, public administration/policy, planning, real estate, economic or community development, or a related field.

Experience

- A minimum of three to five years' experience in the public or private sector, in a leadership or project management position, or equivalent private sector consulting experience. Local government experience e.g., city management, economic development leadership, community planning leadership, or community outreach is preferred.
- Demonstrate outstanding written and oral presentations and project management skills.
- Experience successfully balancing multiple tasks, projects, and responsibilities, while maintaining a timeline for project completion.
- Motivated and able to work with a variety of community groups, government agencies, community leaders, developers, civic organizations, strategic partners, and business owners.
- Working knowledge of grant research and writing, and the ability to connect with and develop a diversified network of funding organizations.

Personal Qualities

Demonstrated commitment to public service and STLPartnership's mission. Self-motivated and able and willing to manage an aggressive schedule to meet job demands. A team player who inspires collaboration and is well-organized. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interpersonal Characteristics

A strong passion for economic and community development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The

selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and treat all people in a professional and respectful manner. The selected candidate should have a desire to make a positive difference within the community.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STLPartnership currently offers a hybrid remote/in-office work environment.

Compensation and Terms

Commensurate with experience, STLPartnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STLPartnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Applicants are also encouraged to visit STL Partnership's website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

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

Accredited Economic Development Organization



The 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.