

Economic Development Research Team Member

Arizona Commerce Authority

Phoenix, AZ 85007 • Temporarily remote

\$55,000 - \$63,000 a year

The economic development research team compiles and analyzes economic data to assist in business attraction, business development and business expansion. The team compiles research and organizes data comparing business costs, workforce availability and pipeline, international trade and foreign investment. The EDR team acts as the ACA's knowledge center, sharing data and information on a vast range of topics such as the ACA's target industry sectors, business supply chains, Arizona's tax system and a plethora of economic data.

The position is open to a variety of experience levels; skills and experience will influence rank and salary. The EDR team needs someone who has good judgement and the ability to extract important insights from data and the key skill of explaining complicated information to a non-technical audience.

We're looking for someone who can work quickly, changing direction on short notice, while holding to high standards for accuracy and presentation quality. We need someone who is organized and process-oriented and who works well with others.

We're looking for someone who is less interested in esoteric economic theory and more interested in finding new ways to identify and use a wide variety of data to formulate answers to challenging questions when no single, obvious answer exists. This is where we are truly innovative.

The EDR team is collaborative and informal and is looking for a new member who will value and uphold that culture as well.

Day-to-day tasks will vary, but generally might include:

- Gathering and analyzing statistical data from federal data sources such as the U.S. Census Bureau, Bureau of Labor Statistics and others, usually using Excel.
- Digging into private data sources for trade and workforce information to answer queries in innovative ways. Very few of the EDR team's tools are designed for use in the niche world of economic development; we dig into obscure use cases to find data and information that works for our purposes.
- Responding quickly to time-sensitive data requests and communicate precise, actionable answers.
- Presenting data in a clear and compelling way.



Job Summary

A qualified applicant must have:

- Professional experience in some type of research, preferably related to business, economics or community or economic development is preferred.
- A bachelor's degree is preferred, however not required.
 - We have a strong preference for a degree in economics.
- Extensive experience writing clear, concise reports with technical elements, such as financial, tax or demographic data.
- Advanced skills in Microsoft Excel, PowerPoint and Word.
 - Excel skills should include use of pivot tables and formulas.
- The ability to work collaboratively, but also to take control of a project and see it through on your own.
- The ability to work on more than one project at a time, often on tight deadlines.
- High attention to detail and organization skills.

To learn more about the ACA, see www.azcommerce.com. Benefit information available upon request.

To apply, please send the following documents (in Word or PDF format) by email to Kimberly Barzar at [kimb\(at\)azcommerce.com](mailto:kimb(at)azcommerce.com):

- Your resume.
- A cover letter that highlights your qualifications for the position and includes a description of a research challenge you overcame as part of your professional or academic duties—a difficult question you answered, a complicated project you completed on deadline, etc.
- One or two writing samples of no more than 800 words apiece. These should demonstrate your ability to synthesize and organize factual information. Include a description of no more than one paragraph about for each writing sample, describing the origin of the sample and its audience. (Note: the description word count does not count toward the 800 word limit.)

Please be sure your name is included in the filename of all documents. Please submit all materials as attachments to a single email. Submissions will be considered on a rolling basis. Submissions that do not include a resume, cover letter and at least one writing sample will not be considered.

Contact Andrew Knochel, (ACA Economic Development Research Director) with questions about the position at [andrewk\(at\)azcommerce.com](mailto:andrewk(at)azcommerce.com).

Job Type: Full-time

Pay: \$55,000.00 - \$63,000.00 per year

Benefits:

- 401(k)
- 401(k) Matching



- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Flexible Spending Account
- Health Insurance
- Paid Time Off
- Professional Development Assistance
- Vision Insurance

Schedule:

- Monday to Friday

Work Location:

- One location

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity

Company's website:

- www.azcommerce.com

Work Remotely:

- Temporarily due to COVID-19

