



Lafayette Economic Development Authority

Location:

Lafayette, LA

Job Title:

Research Analyst

The **Lafayette Economic Development Authority** is seeking applications for a full-time **Research Analyst** position. This role will report to the Director of Business Intelligence and will be tasked with assisting and performing analytical research related to strategic initiatives, business development and special projects in support of LEDA's overall mission and goals.

Research Analyst

- Researches and prepares statistical data packages and economic reports using reliable sources to support business development and economic growth in Lafayette Parish. Helps to develop extensive databases of special economic or economic development related topics including state and local tax information. Uses research and data analytics for project impact analyses, client inquiries and to make well-supported recommendations for use by staff, businesses, business development clients, and the general public.
- Prepares, designs, and produces a variety of data sets including maps and other graphic representations, displaying layers and attribute data from databases, using cartographic techniques to represent spatial data. Conducts spatial analysis of demographic and business data in support of business development efforts.
- Follows and updates procedures to ensure consistency in data collection and monitoring. Manages special projects as directed by the President and CEO.
- Searches and identifies various reliable sources for economic development information. Tracks and records current economic indicators using industry best practices on an annual, monthly and weekly basis. Monitors the organization's website to ensure all information relating to economic data and information is accurate and up-to-date and makes recommendations for changes.

Preferred Education:

Bachelor's Degree in Business, Economics, or related field

Bonus Qualifications:

Master's in Business Administration or Economics

Work Experience:

Entry-level with degree acceptable

Skills:

Data analysis, critical thinking, strong written and verbal communications skills, professional, team player, ability to work on multiple projects simultaneously, proficiency using Microsoft Office (specifically, Excel, Access, Publisher, and Word), strong organizational skills

Salary: DOE

To Apply:

Please submit cover letter and resume to HR@lafayette.org by February 25, 2022.