

## Economic Development Program Analyst

**Duration:** Permanent

**Work Location:** Arlington, VA (Rosslyn metro) | Remote work potential depending on candidate and qualifications

**Posting Expiration Date:** Until filled – application review begins November 1, 2022

**Position Summary:** CREC Economic Development Program Analysts support/lead technical assistance projects to support our economic and workforce development clients as they develop and execute innovative job creation and economic growth strategies across the U.S.

**Organization Overview:** The Center for Regional Economic Competitiveness (CREC) ([creconline.org](http://creconline.org)) is an independent not-for-profit organization based in Arlington, Virginia, founded to provide public agencies and philanthropy the information needed to formulate and execute innovative, regional, job-creating economic development strategies. CREC provides technical assistance, research, and training to federal, state, and local policymakers as well as to national networks of professionals in related fields.

For the past 20 years, CREC has trained and supported thousands of professionals producing and utilizing data for decision making and has promoted innovations to guide economic development and talent development to foster regional competitiveness. CREC continues to expand its work to ensure partners strategically address current and future policy and program gaps. This work includes engaging affiliated organizations each with a mission that aligns with our overall, long-term goals.

**Position Details:** The Economic Development Program Analyst will coordinate designated project activities current and anticipated contracts with federal/state economic and workforce development agencies and/or with private foundations in collaboration with seminar management and program staff. The Analyst will engage with affiliated organizations and networks, including coordinating work for and communication with current clients which include (but not limited to): U.S. Department of Treasury, Economic Development Administration, Appalachian Regional Commission, and the State Economic Development Executives Network.

The Economic Development Program Analyst will represent CREC, partners, and affiliate associations when engaging with clients, potential clients, and association members. This effort will include the following activities to meet project deliverable requirements:

- Coordinating and conducting technical assistance and related analyses
- Delivering project analysis findings to project team and partners
- Providing or guiding research support to support technical assistance and analyses
- Contributing to weekly updates, websites, blogs, social media, and proposals
- Assisting in meeting facilitation, training, and webinars
- Other duties as assigned

**Capabilities & Responsibilities:** The Economic Development Program Analyst will provide technical assistance, program analysis and project coordination to help meet client project needs. This person will be familiar with and exhibit intellectual curiosity about socioeconomic trends and data. In addition, the successful candidate will build on previous experience in interpreting, analyzing, and presenting findings and policy to community, economic, or workforce development researchers and professionals, can demonstrate an ability to forge partnerships, and has strong written and oral skills.

**Preferred Skills & Experience:** The successful candidate will preferably possess a master's degree in a variety of related fields including but not limited to public administration or finance and at least two years of experience administering or analyzing community, economic, and/or workforce development programs. Permission to work in the U.S. is required.

**Our Benefits:** For full-time regular employees, CREC provides medical, dental, and vision insurance and a Health Savings Account, paid Federal Holidays, Paid Time Off Leave accrual, contributions to a company 401k Retirement Savings Plan, plus special leave for the end-of-year holiday season.

**Application Requirements:** Interested in joining us? Send your resume to [bisaacson@crec.net](mailto:bisaacson@crec.net)