

MVPC Employment Opportunity

We excited to announce a new position at MVPC within our Community & Economic Development department. We are currently accepting applications for the following full-time (35 hours per week) position:

Economic Development Specialist

Starting Salary Range: \$70,000 – \$80,000

Competitive employee benefits package includes insurance through the Commonwealth's Group Insurance Commission and State Pension Retirement Plan

General Purpose:

Under the direction of the Community & Economic Development Program Manager, the Economic Development Specialist will work on a wide variety of projects including business support programs and regional economic development plans. A professional with interest and experience in economic development, business development, and land-use planning is preferred. The Economic Development Specialist will assist in operating business-oriented programs, organizing and facilitating stakeholder engagement meetings, and producing economic development-focused plans.

MVPC is a small organization with 20 full-time employees. Employees work closely and collaboratively with one another on projects. MVPC's dedicated staff have strong connections within the communities we serve, and we support shaping roles that align with their interests in issues affecting the Merrimack Valley region

Duties and Responsibilities

- Provide support for MVPC's business development programs, including small business assistance meetings and events.
- Provide support for the development and implementation of the regional Comprehensive Economic Development Strategy and other economic development strategic plans
- Analyze and report on U.S. Census Data, U.S. Bureau of Labor Statistics Data, and MA Department of Economic Research data to inform strategic plans
- Organize educational events and programs for the public and local business community
- Assist with maintenance of MVPC's regional economic development website, WeAreMV.com
- Research and prepare reports, studies, testimony, and presentations
- Research and prepare grant applications for various planning activities

Knowledge, Skills, and Abilities

- Knowledge of business support programs and agencies, especially in Massachusetts.
- Familiarity with programs offered by the U.S. Economic Development Administration and Massachusetts Office of Business Development.

- Knowledge of economic development best practices in the areas of both business development and municipal land use
- Project management, event planning, large and small group facilitation
- Demonstrated comfort and experience in public speaking
- Ability to perform research and analyze data from sources like the US Census and American Community Survey
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers, and elected officials
- Proficiency in Microsoft office suite, including Word, PowerPoint, Excel, Teams, and Office365
- Basic graphic design proficiency

Education and Experience

- Four-year degree or master's degree in public administration, business, economics, urban planning, or a related field
- 2-4 years' experience with business support programs or economic development programs
- Comfort and experience in working across a diversity of communities and populations
- Cultural and linguistic fluency in Spanish is preferred
- Familiarity with the Merrimack Valley region preferred

Work Schedule and Culture

Typical work hours are Monday through Friday, 8:30 am to 4:30 pm, with a 35-hour work week. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee's work-life balance. MVPC currently requires three in-office days and allows employees to work remotely up to two days a week.

Equal Opportunity Employer

MVPC provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

To Apply:

Please submit a cover letter with your resume to: jobs@mvpc.org. MVPC will interview on a rolling basis, with a preference for candidates who submit applications before November 30. Visit our websites, MVPC.org and WeAreMV.com, for more information about the organization.

The Merrimack Valley Planning Commission is an EEO/AA Employer