



**Job Description:** Economic Development Coordinator

**Overall Responsibilities:** Provide research, marketing, communication and administrative support for the Chamber's strategic goals and Opportunity NOW initiatives to promote economic development, expansion, recruitment, and retention and workforce development in Overland Park.

**Accountable to:** Senior Vice President of Economic Development

**Specific Duties:**

- Support the Chamber's strategic goals through research, marketing, and administrative tasks, and assist in implementing the department's work plan, the Chamber's strategic plan, and Opportunity NOW initiatives.
- Database management and support for various software platforms related to economic development investors, project management, and real estate, including but not limited to GrowthZone, mySidewalk, Axios, and CoStar.
- Maintenance of the economic development section of the Chamber's web site and any micro-sites such as votejoco.com, including but not limited to demographics, business environment, investor and project information.
- Collection, organization and management of news articles related to economic development, policy, community, and Chamber news for team use and dissemination to leadership and investors when appropriate.
- Collect, organize, and maintain key economic data for the city and region, ensuring it is easily accessible and usable by the Chamber team, utilizing key resources such as the Census, BLS, etc. and consistently seek additional resources of relevant data.
- Produce analyses, infographics, and reports monthly on relevant economic and policy issues relevant to Economic Development and Opportunity Now investors, communicating this information through a monthly e-newsletter.
- Conduct research and create compelling content—such as reports, articles, digital newsletters, media releases, website copy, and social media content—to support community and economic development messaging across multiple platforms.
- Provide in-depth research support for project proposals (RFPs), stakeholder testimonials, and brand development initiatives by gathering relevant data, sourcing supporting materials, and ensuring alignment with organizational messaging and strategic goals.
- Provide support for meetings of the EDC Investors including topic identification, marketing, and coordination with Events Director for venue and day-of support.
- Provide support for EDC Executive Committee meetings including agenda preparation and presentation materials.
- Collaborate with the Chamber marketing director and local businesses during celebration events—such as ribbon cuttings and groundbreakings—to gather stories through interviews or videos that highlight the business's impact to the local economy and share their journey.
- Provide administrative support to Senior VP of Economic Development, Director of

- Economic Development and the workforce team as needed.
- Conduct research and analysis to develop pro-business insights and positioning strategies that align with and support the organization's strategic goals.
- Provide data and resources to support casework requests from local businesses
- Coordinate and provide support for special events such as the Mayor's Golf Tournament, EDC Honors Lunch, and consultant events.
- Collaborate with internal teams and external partners to promote the Chamber's economic development mission and successes through strategic placement of content across publications, media outlets, and digital platforms.
- Research and maintain up-to-date information on frequently requested topics—such as community demographics, business resources, development activity, and member services—and proactively share updates and solutions with the staff team to support effective communication and service delivery.
- Represent the Chamber EDC team at Chamber/EDC events and functions.
- Assist with events and programming as requested, including Young Professionals and Opportunity Now events.
- Provide administrative and phone back-up for Chamber staff team as needed.
- Other responsibilities as assigned.

#### **Qualifications/Skills Required:**

- Proficiency with computer programs such as Word, Outlook (including e-mail, calendar and contact management), PowerPoint and Excel; and ability to acquire new skills in order to use Chamber and EDC's customized databases.
- Strong analytical and research skills, with the ability to seek and synthesize complex data into clear, actionable insights and compelling communications tailored to diverse audiences.
- Exceptional organizational, verbal, and written communication skills, with a strong ability to build relationships and deliver outstanding customer service.
- Bachelor's degree in business, economics, public policy or marketing preferred.
- Working knowledge of Overland Park and Johnson County.
- Attention to detail with the ability to manage multiple tasks efficiently and prioritize effectively.
- Overall performance will be evaluated annually; however, performance is monitored weekly via the EOS scorecard.
- A commitment to the Chamber's **Core Values**:
  - A **community-first mindset**, putting shared success above personal gain.
  - A **forward-thinking** approach to challenges and opportunities.
  - An **innovative spirit**, eager to bring fresh ideas and creative problem-solving.
  - A **bold advocacy stance**, confident in supporting the region's business interests.
  - **Resilience** in the face of change and a fast-paced work environment.
  - A **proactive attitude**, ready to take initiative and lead from any position.

The Chamber is an Equal Opportunity Employer.

*Updated 5/2/2025*

Accepted:

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Name

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Date