

**S3R3 Solutions Job Opening**  
**Please submit resumes to [info@s3r3solutions.com](mailto:info@s3r3solutions.com)**  
**First review scheduled for June 20, 2024**

<b>Job Title:</b>	Economic Development Coordinator
<b>Reports To:</b>	Executive Director

**S3R3 Solutions**

S3R3 Solutions is the Public Development Authority (PDA) dedicated to fostering economic growth by attracting capital investment, creating jobs, and catalysing opportunity within the West Plains Airport Area of Spokane County. As a quasi-governmental entity created in July 2017 through a partnership with City of Spokane, Spokane County and Spokane International Airport S3R3 Solutions enhances regional prosperity through strategic economic development initiatives and investment in infrastructure and land development.

**Nature of Work**

The Economic Development Coordinator will play a pivotal role in the design and implementation of various programs that drive economic development in the West Plains area. Collaborating closely with the Executive Director, this role is integral to our efforts in developing successful economic development programs for marketing and attraction, business retention and expansion, entrepreneurial and small business support, workforce development, and real estate development and reuse.

**Key Responsibilities**

- **Program Development and Execution**  
 Assist in formulating and implementing strategies across for existing and future economic development programs. Coordinate and support economic development events and stakeholder meetings.
- **Stakeholder Engagement**  
 Engage with local businesses, community leaders, and stakeholders to build collaborative relationships to enhance economic development program offerings.
- **Data Management and Reporting**  
 Assist in the development and management of CRM tools to streamline economic development program activities. Analyze data to evaluate program effectiveness and suggest improvements.
- **Project Coordination**  
 Provide administrative support for projects, assist in tracking progress, and prepare reports for stakeholders. Coordinate the timely preparation and submission of proposals, responses to information requests, and inquiries to secure new business opportunities.
- **Research and Analysis:**  
 Conduct research to support economic development initiatives and draft reports for both internal and external stakeholders.

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### **S3R3 Solutions Job Opening**

#### **Economic Development Coordinator**

#### **Minimum/Preferred Requirements and Qualifications**

- Bachelor's degree in Economics, Business Administration, or related field.
- Certified Economic Developer (CEcD) preferred.
- Experience with CRM software and economic development marketing strongly preferred.
- Excellent analytical, communication, and organizational skills.
- Must possess or be able to obtain a valid Washington State Driver's License.

#### **Work Environment**

This role primarily operates in an office environment but includes periodic local travel for meetings and events, occasional business travel, and infrequent evening or weekend commitments.

#### **Team Dynamics**

This role is part of a small, dynamic team at S3R3 Solutions. We value collaboration, flexibility, and the ability to independently manage varied responsibilities. Working in our team provides a unique opportunity to make substantial contributions to our projects and goals. Ideal candidates will thrive in a compact team structure where adaptability and proactive problem-solving are essential.

#### **Salary and Benefits**

A competitive salary ranging from \$58,000 to \$98,000 annually, complemented by a comprehensive benefits package including PTO, holidays, retirement plans, life insurance and health coverage. Relocation assistance may be available for highly qualified out-of-market candidates.

#### **EEO Statement**

S3R3 Solutions is an Equal Opportunity Employer and committed to diversity in the workplace. All qualified applicants are encouraged to apply.

#### **Security Requirements**

Candidates must successfully pass a criminal history background check.

#### **NOTE:**

*This job description is not a contract and may be adjusted as deemed appropriate in its content and requirements.*