



**East Bay Economic Development Alliance (East Bay EDA)
Economic Development Associate (Temporary Assignment)**

About East Bay EDA

East Bay EDA is a cross-sector partnership with more than 29 years of supporting strategic economic development in Alameda and Contra Costa Counties. Our organization convenes diverse stakeholders including local business, government and community leaders who recognize the extraordinary value of our region. East Bay EDA develops accurate, original information about the region through commissioned studies and research and promotes the assets of the East Bay region through educational business forums, comprehensive networking events, access to business resources and regional marketing.

East Bay EDA's diverse membership is comprised of more than 150 organizations from business, government, nonprofit, and other sectors and includes 28 cities/towns whose Mayors, City Councilmembers, City Managers and Economic Development Directors engage on issues of regional interest and significance. Our Executive Committee serves as our governing arm and includes high-level representation from a variety of sectors in both Alameda and Contra Costa Counties. East Bay EDA's team of professional staff partners closely with the entire membership to address the region's major issues, as well as to identify and capitalize on opportunities to make the East Bay the best place to live, work, and do business.

Role Description

The East Bay EDA is small and highly collaborative, and seeks an ambitious, organized, and thoughtful professional to join our team.

The **Economic Development Associate** performs professional work in economic development and is expected to complete assignments in the areas of research and analysis, program and policy development, and advocacy for East Bay EDA. Incumbents act as a resource to businesses and local governments to attract and retain quality jobs; serve as focal point for public and private sector partnerships; identify and research economic issues and coordinate relevant economic development activities that are critical for the economic vitality of the community; and perform other related duties as required.

The County of Alameda serves as the administrative agency and host for East Bay EDA and also employs its staff. Additional information about this employment opportunity appears at the end of this description.

Minimum Qualifications

All applicants must have a Bachelor's degree from an accredited college or university with a degree in planning, economics, economic development or a related field. Please consult the official County of Alameda job descriptions for additional details.

Desired Attributes and Experience

- Analytical: strong research and critical thinking skills, including sound judgment and decision-making and ability to identify and inform others about real and potential problems, and propose effective solutions
- Communication Acumen: strong written, verbal and interpersonal communication skills; ability and tact to effectively represent East Bay EDA to different constituencies and stakeholders



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- Customer service oriented: invested in other people; recognition that you are part of a whole; a desire to learn from others, ability and interest to teach those around you, and desire to support the people you work with so that it leads to better outcomes.
- Flexible and Independent: ability to flourish with minimal guidance and be proactive; comfortable handling uncertainty and ambiguity; hunger to dig deeper; savvy at leveraging technology to make tasks easier.
- Organized: reputation for keen attention to detail and a love for developing and efficiently maintaining systems and processes even when there are numerous other priorities and distractions.
- Proactive relationship-builder: skilled at building and maintaining relationships in a warm, genuine way. Gentle and consistent persistence in maintaining relationships and securing partnerships.
- Tech savvy: experience with Microsoft Word, PowerPoint and Excel, Adobe, and Salesforce.

Application Process

To submit a letter of interest for part or full-time work, please submit a current resume and cover letter to info@eastbayeda.org with the subject line "Economic Development Associate".

The targeted start date for a position with East Bay EDA is early-to-mid November 2019. Applications will be reviewed on a rolling basis.

About Alameda County

Alameda County has a diverse workforce, that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Alameda County does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Alameda County celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment.

Candidates who are considered for this opportunity will be brought in for temporary hire in either the [Economic Development Analyst – Trainee](#) (#0250) or [Economic Development Analyst I](#) (#0251) job classification based upon the one that most closely matches their background and experience. The selected candidate(s) will be offered the opportunity to be considered for employment in accordance with policies and procedures governing the [Alameda County Temporary Assistance Pool \(TAP\)](#) program.

Alameda County is an Equal Opportunity Employer.