

Position Title: Research Associate
Reports To: Director – Entrepreneurship & Information Services
Employment Status: Full-Time
Required Experience: 4+ years
Required Education: Bachelor Degree
Travel Required: No
Salary: Based on qualifications

Job Description: This position supports the Chamber's economic development efforts with information and data.

Major Tasks, Responsibilities and Key Accountabilities

- Track, update, and respond to demographic inquiries
- Build and maintain targeted industry database
- Provide data for marketing initiatives
- Maintain real estate market information
- Provide data and prepare necessary reports for Business Development team
- Promote the Partnership Gwinnett initiative and leverage fundraising opportunities
- Support Partnership Gwinnett benchmark updates
- Provide support to achieving Partnership Gwinnett goals
- Develop positive working relationship with community partners
- Provide data to other Chamber departments
- Train and work with interns
- Other duties as assigned

Preferred Qualifications

- Good software skills: Microsoft Word, Excel, Outlook, Access
- Vast knowledge of Internet resources
- Geographic information systems experience
- Strong working knowledge of analytical and statistical tools to analyze and interpret data
- Must be a strategic thinker with strong organizational and analytical skills
- Ability to design and execute multiple research projects simultaneously
- Must be flexible regarding job responsibilities
- Excellent interpersonal skills
- Ability to deal with constantly changing work demands
- Excellent written, grammatical and oral communication skills
- Proven ability to organize and prioritize multiple tasks simultaneously
- Knowledge of existing methods of the economic development process

Education Required

Bachelors degree in economic development or equivalent degree in a field of study related to the job

Partnership Gwinnett is a five-year community and economic development initiative that developed a consensus vision for Gwinnett's future growth and an action plan to achieve that vision.

www.partnershipgwinnett.com

The **Gwinnett Chamber** is one of the largest and most dynamic business organizations in Georgia, serving nearly 2,800 Gwinnett County and Metro Atlanta businesses. Its mission is to be the leader in creating, promoting, and sustaining a responsible pro-business environment in Gwinnett County.

www.gwinnettchamber.org

Please submit resume with references and salary requirements via email only to mark@gwinnettchamber.org. No phone calls please.