



## **GREATER BOSTON CHAMBER OF COMMERCE**

**Title:** Coordinator, Economic Growth  
**Reports to:** Vice President, Economic Growth  
**Date:** January 2019

### **SUMMARY**

The Greater Boston Chamber of Commerce is seeking a highly detail-oriented, enthusiastic, multi-tasker to take on the role of Coordinator for our Economic Growth team. The Coordinator plays a critical role in the day to day operations of the Chamber's Economic Growth department, with an initial focus on our Pacesetters program. In this role, the Coordinator will serve as a key liaison between the Chamber and minority-business enterprises (MBEs), managing the Pacesetters MBE intake process and help identify and implement opportunities for MBEs and Pacesetter companies (large and mid-sized corporations & anchor institutions) to do business with each other. In addition, s/he will support program operations for a new initiative focused on access to internship opportunities for college students of color, expected to start in Spring 2019.

### **Position Responsibilities**

#### ***Pacesetters***

#### **Managing relationships with minority-owned businesses (MBEs)**

- Manage business intake process, including recruitment, selection, and nominations to Business Support Organizations (BSOs). Track application response and follow up with applicants, as needed.
- Act as point of contact for MBE suppliers. Monitor and respond to all incoming correspondence through the phone, email, and monitor Pacesetters inbox.
- Research and inform MBE suppliers about sourcing, networking and/or training opportunities
- Develop process to engage with BSO partners and Pacesetter companies to identify and recruit MBE suppliers
- Partner with Pacesetters team to develop and implement sourcing initiatives that will drive increased contracting with local minority businesses

#### **Data collection, reporting, and analysis**

- Track and report procurement leads and contracts
- Partner with Senior Manager to collect data for Pacesetters Impact Report
- Work with Member Services team to integrate and keep track of Pacesetter communications and activities and help identify new member leads

- Update program databases including: MBE directory, MBE leads, Pacesetter distribution and BSO partner list

### **Content development**

- Work with Marketing to help develop marketing messages and materials for key events, program website, and Pacesetters newsletter
- Work with Senior Manager to design and develop content for programs, events, Pacesetters newsletter, and Supplier spotlight blog
- Prepare PPTs, one-pagers, agenda for cohort meetings, internal & external presentations

### ***Internship Program***

- Organize recruitment process for internships by supporting partnerships with universities, nonprofits and other pipeline partners
- Manage recruitment process for internships

### ***General support***

- Data entry of attendance meetings and events
- Assist in the preparation of event communications such as speaker bios, general talking points, and other prep materials
- Assist in the development and editing of Board reports, annual reports, emails, and other written materials as needed
- Attend and support Chamber Events

### **QUALIFICATIONS AND REQUIREMENTS**

- Demonstrated organizational skills and high attention to detail
- Ability to manage relationships with multiple internal and external partners
- Excellent writing and verbal communication skills
- Ability to multi task and change directions as needed
- Strong experience with MS Office and other business software tools (i.e. survey monkey)
- 1 -3 years of experience in a role with related experience, which may include but are not limited to: small business development, procurement, sales, and/or supplier diversity
- Knowledge of the small business and minority business community in the Boston region is preferred
- Demonstrated experience in usage of procurement tools & processes is a plus

Please submit a cover letter and resume to Justin Kang, Vice President, Economic Growth, [jkang@bostonchamber.com](mailto:jkang@bostonchamber.com) with the subject, Coordinator – Economic Growth. Hiring timeline will move quickly, with a desired start date for position in mid to late February.