

GREATER BOSTON CHAMBER OF COMMERCE

Title: Coordinator, Economic Opportunity
Reports to: Director, Economic Opportunity
Date: August 2020

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 Opportunity team. The Greater Boston Chamber of Commerce's Economic Opportunity department is committed to developing and implementing a united response of the business community to the economic inequality across race facing the Greater Boston region through dynamic programming.

RESPONSIBILITIES

- Act as a point of contact for Pacesetters program. Assist in monitoring and responding to all incoming correspondence including keeping detailed records through internal systems.
- Coordinate, schedule and help facilitate quarterly meetings among Pacesetters cohort to identify spending opportunities and share best practices on supplier diversity spend
- Help track and manage Pacesetters annual data collection, reporting, and analysis
- Work with Director of Economic Opportunity to design and develop content for forums and events
 - Work with Marketing to help develop messages and materials for key events, program website, and Pacesetters quarterly and monthly newsletters
 - Help identify opportunities for Chamber through research and data collection to help advance economic opportunity efforts
 - Support diversity, equity and inclusion efforts for Chamber programs team

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
- Strong experience with MS Office and other business software tools
- 2 years and a Bachelor's Degree or 3-6 years of experience in a role with related experience, which may include but is not limited to procurement, supplier diversity, small business development and program development
- Knowledge of the 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 Beyazmin Jimenez, Director of Economic Opportunity at bjimenez@bostonchamber.com with the subject, Coordinator – Economic Opportunity.

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