

STATE PROFESSIONAL TRAINEE - 11915 Economic Development Analyst

The State Professional Trainee - Economic Development Analyst is an entry-level position. The Analyst will have an opportunity to work with the business development team on various corporate attraction projects. An ideal candidate is detailed-orientated and exhibits excellent communication (written & verbal), organizational, and project management skills. The Economic Development Analyst is expected to become a leading resource for Alabama's development and business climate. This position offers the opportunity to understand the state of Alabama at a macro- and micro-level and develop relationships with both the public and private sectors.

The Economic Development Analyst will be responsible for the following:

- Assists with the collection, management and reporting of data in support of economic development initiatives. Uses resources such as the Alabama Department of Workforce, Advantage Alabama Buildings and Sites Database, JobsEQ, and Bureau of Labor Statistics, among others, to update and maintain reports and presentations used by team members, companies, and site consultants. Reporting must always be current and relevant.
- Provide comprehensive support to Project Managers across all stages of project recruitment, including RFI responses, internal database maintenance, presentation preparation, site visits, incentive requests, and project announcements. Track project progress and initiate follow-up actions as needed.
- Delivers daily research and information requests including, but not limited to, research of particular economic development subjects or industries; changes within specific industries or companies; research regarding commercial and industrial real estate in the state; utility information; and specific employment information.
- Creates frequently used maps of Alabama for site consultants and marketing materials. Develops maps in accordance with technical guidelines and client needs; develops maps through GIS software.
- Website – Assists with collecting and cataloging site selection data and collaborating with marketing team to ensure changes and updates to information published on website.

Requirements:

- Relevant experience and/or undergraduate degree from an accredited institution (preferred degree focus in economics, business, urban and regional planning, GIS or data analysis).

Skills: Writing, Analytics, Microsoft Office. Canva, GIS (preferably ESRI), and Salesforce. a plus.

Forward inquiries to:

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