



## Special Assistant

### Position Summary

The Special Assistant will support the Executive Office of Commerce in key activities, including meetings and public events and executing prompt, effective follow-up on resulting action items.

### Responsibilities

- Supporting the Secretary of Commerce and Chief of Staff in key activities including research, writing, meeting preparation, public event coordination, and execution of prompt, effective follow-up
- Drafting high quality policy memos, analyses, correspondence, and press statements
- Coordinating the development, rollout, and operation of key initiatives

### Key Competencies

- Judgment/Decision-Making: Consistent logic, rationality, decisiveness, and objectivity in decision-making.
- Resourcefulness: Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented “doer.”
- Organization/Planning: Plans, organizes, schedules and budgets in efficient, organized manner. Focuses on key priorities.
- Written communications: Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- Enthusiasm/Passion: Exhibits dynamism, excitement, and a positive can-do attitude.

### Professional Qualifications

- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Understands the public policy process and basic workforce-related economic development concepts.
- Strong organizational skills with the ability to perform and prioritize multiple tasks seamlessly.
- Ability to communicate clearly with multiple audiences and to prepare clear, informative, and concise written materials.
- Strong interpersonal skills.
- Attention to detail with the ability to work with sensitive and confidential information.
- Excellent computer skills with proficiency in MS Word, Excel, PowerPoint, Adobe Acrobat, and Outlook.

Please submit a cover letter along with a professional resume and salary requirements via email to:

**Rhode Island Commerce Corporation**  
[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

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