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## **Special Assistant for Economic Development**

Together with the Executive Office of Commerce, the Rhode Island Commerce Corporation (the Commerce Corporation) works to make the state of Rhode Island, its businesses, and its citizens thrive. It is the full-service, official economic development organization for the State of Rhode Island. A quasi-public agency, the Commerce Corporation serves as a government and community resource to help boost business expansion in, and relocation to, Rhode Island.

If you are excited about building a bolder future for the state of Rhode Island, you have come to the right place. People skilled at advancing strategic change in a fast-paced, dynamic environment thrive here. We enjoy working for an administration that is truly invested in making change happen. At the Commerce Corporation, we are a passionate, innovative, driven, and resourceful team inspired by the belief that we can expand opportunities so that all Rhode Islanders are able to succeed in this new economy.

### **Position Summary**

The Commerce Corporation seeks a candidate to assume the role of Special Assistant for Economic Development who would embed with the Executive Office of Commerce to boost office efficiency and provide support for the Secretary of Commerce, Chief of Staff, and Director of Communications. The Special Assistant reports to the Chief of Staff and helps drive special projects; participates in selected internal and external meetings; executes prompt, effective follow-up; and conducts research, writing, and other tasks in support of the overall commerce mission. Additional responsibilities include developing written correspondence on behalf of the Secretary of Commerce and the Chief of Staff, providing scheduling and administrative support as needed, and leading in the coordination of logistics for special events. As a member of the Executive Office of Commerce team, the Special Assistant's responsibilities also include daily interaction with the senior and executive leadership team members and other high-level contacts across government, business, and non-profit sectors. The Special Assistant assists with preparation and execution of high-level meetings, including preparation and distribution of minutes to relevant parties. Travel may be required with this position. Responsible for all additional assignments deemed appropriate by the Secretary and Chief of Staff.

### **Responsibilities**

- Prepare for and follow up on internal and external meetings.
- Plan remote and in-person meetings by compiling agendas, coordinating schedules, logistics and materials, inviting guests, and taking minutes.
- Participate directly in external and internal meetings and follow up with the relevant parties when needed.
- Work closely with the Secretary of Commerce and Chief of Staff to keep them informed and prepared for upcoming commitments and responsibilities.
- Lead special projects as assigned.
- Coordinate and execute logistics for special events, meetings, and conferences.
- Draft acknowledgement letters, personal correspondence, and presentations for the Secretary of Commerce and Chief of Staff.

- Communicate directly, and on behalf of the Secretary and Chief of Staff, with agency and state leaders, staff and others.
- Address miscellaneous administrative needs and member requests as they arise.

### **Key Competencies**

- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Judgement/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.
- **Enthusiasm/Passion:** Exhibits dynamism, excitement, and a positive can-do attitude.

### **Professional Qualifications**

- Bachelor’s degree is required.
- Preferred skills and experience including
  - One to two years related experience.
  - Accuracy, strong organization skills, and attention to detail.
  - Excellent communication, interpersonal and writing skills with the ability to tailor communications to multiple audiences and to prepare clear, informative, and concise written materials.
  - Excellent time management skills and ability to prioritize and manage multiple projects simultaneously.
  - Ability to exercise discretion and handle confidential information.
  - Demonstrated ability to work under pressure, achieve high performance goals and meet deadlines in a fast-paced environment.
  - Ability to work on projects independently as well as working well as part of a team.
  - Excellent computer skills with proficiency in MS Word, Excel, PowerPoint, Adobe Acrobat, and Outlook.

**To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email:**

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

**he RI Commerce Corporation is an Equal Opportunity Employer**