



Policy Advisor

To be considered for this position, candidates must submit a cover letter along with a professional resume

Statement of Duties

The Policy Advisor will work with the Secretary of Commerce, the Chief of Staff, and the Director of Communications to enhance Commerce's capacity for creating and evaluating proposed policies, developing key messaging, and managing strategic projects for the agency.

Essential Functions

- Conduct research on policies, programs, and approaches within economic development.
- Prepare reports, presentations, and issue briefs for audiences internal and external to the Commerce Corporation and the Executive Office of Commerce.
- Work closely with legislative and communications staff to inform strategic communications and legislative advocacy efforts.
- Manage projects across Commerce and affiliated agencies.
- Assist with media relations, drafting and finalizing key messages based on programs and legislation. This includes working with the Director of Communications and other marketing/communication team members on coordination and implementation of communications strategies.
- Duties as assigned.

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **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."
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
- **Ambition:** Desires to grow in responsibility and authority.
- **Strategic thinking:** Understands the media landscape and the impact of how stories are managed. The ability to look at the whole picture and understand the impact of each critical piece.

Preferred Qualifications

- At least one year of substantive professional experience and education related to economic development or public policy, with a strong emphasis on writing, analysis, and communications.
- Bachelor's degree (preferably in Economics, Public Policy, or related field.) Master's degree preferred.
- Excellent oral and written communication skills, ability to communicate the methods and results of complex and data-driven analyses succinctly and understandably to both internal and external stakeholders
- Ability to work independently and manage multiple projects
- Strong interpersonal skills to work effectively in a team environment

To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

Rhode Island Commerce Corporation
job.opportunities@commercerci.com

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