



Puget Sound Regional Council

Economic Development Specialist

- Closes:** The position is open until filled with applications reviewed beginning August 24, 2022.
- Status:** Regular full-time, 40 hours per week; Exempt FLSA status.
- Salary:** The starting salary range is \$75,000 - \$80,000 annually, DOE, with full benefits.
- Location:** Puget Sound Regional Council, Downtown Seattle, Washington; The position may be eligible for hybrid or remote work (within Washington state).

ABOUT PSRC:

The Puget Sound Regional Council is the regional transportation, growth management, and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. Barriers to opportunity and achievement for people of color and other marginalized groups only undermines the talent and resources available to our region, limiting our ceiling for excellence. Regions that remove barriers and reduce disparities maximize the ability of every resident and jurisdiction, creating stronger economies, more engaged communities, and improved outcomes for all residents. At PSRC, we're striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. In order for us to accomplish this, our workforce has to reflect the communities we serve. We're committed to creating an agency where all of our employees can thrive. We encourage people of all backgrounds and identities to apply.

THE POSITION:

PSRC is seeking an energetic, talented professional to support its economic development and regional planning efforts for the central Puget Sound region, including development and implementation of the region's economic strategy. The position reports to the Economic Development Program Manager in the Regional Planning Division to support the agency's economic development program, as well as supporting long-range transportation and land use planning efforts.

THE CANDIDATE:

The ideal candidate will have the following knowledge and abilities:

- Detailed knowledge of the regional economy, including trends, issues, and stakeholders.
- Experience communicating economic policy and data effectively in writing, orally and through formal presentations to a wide variety of audiences.
- Experience coordinating and facilitating events, convenings and meetings involving a variety of stakeholders.
- Experience managing projects and coordinating work in cross-functional teams.
- Knowledge of federal, state, regional, and local policy issues related to economic development, growth management, and transportation.
- Ability to identify, develop, organize, and implement regional economic development planning strategies.
- Experience with operations and support of a governing board and in staffing elected leadership.

EXPERIENCE AND EDUCATION:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities to include:

- Bachelor's degree in Economics, Business, Public Administration, Political Science, or related field.
- Three years of experience in economic development, urban planning, public policy, and/or related field.
- Or, any combination of lived experience or education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

TO APPLY:

To be considered, applicants must submit a cover letter and resume as part of the application process and apply at <https://www.governmentjobs.com/careers/psrc>.

OTHER INFORMATION RELATED TO POSITION:

- PSRC is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, veteran, or protected veteran status, genetic information and other legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hrdept@psrc.org.
- This recruitment may be used to fill future openings for up to six (6) months.
- PSRC office hours are Monday – Friday from 8:00am – 5:00pm with work hours determined upon hired.