

Position Title:	Project Assistant
Reports To:	Program Manager
Hours:	40 hours per week
Salary:	\$47,000 – 52,000/year

Organization Overview:

The Alliance for Economic Development of Oklahoma City was formed in 2011 to better coordinate land, incentives and economic tools that make Oklahoma City more attractive to companies and developers. Through its collaboration with the City and private entities, the Alliance acts as a “one-stop-shop” for businesses in need of assistance from the public sector. The Alliance has been charged by the City of Oklahoma City to implement economic development projects and coordinate the various public and private entities involved in those efforts.

Position Summary:

The Alliance is seeking a motivated Project Assistant to assist with the implementation of small business and job training programs funded by the American Rescue Plan Act (ARPA). Typical tasks include:

- Processing program applications,
- Responding to public and client inquiries for assistance,
- Data entry,
- Handling phone calls and public inquiries,
- Monitoring program spending and budgets,
- Managing service provider and subcontractor relationships,
- Following up on outstanding tasks and agreements,
- Assisting with project/program development.

The successful candidate must possess a “get things done” attitude, a disciplined initiative to handle complex tasks and projects, a healthy urgency to accomplishing assignments in a time sensitive manner, a strong attention to detail, an ability to both take direction and work independently, a familiarity with online applications or CRM systems (e.g., Salesforce), a capability to accurately perform repetitious tasks, and a passion for creating an inclusive and equitable local economy in Oklahoma City.

Experience working with diverse communities, underserved populations, local government, nonprofits, and small businesses is highly preferred.

Work will further the programmatic goals of the City’s ARPA programs that assist small businesses and individuals recover from the economic impact of the COVID-19 pandemic. ARPA programs include providing technical assistance to businesses, job training and workforce development, assistance to minority owned businesses and entrepreneurship resources, etc. It is very important that the successful candidate be able to fit into the office culture and work collaboratively with individuals from across the Alliance, The City of Oklahoma City, subcontracted service providers, and partner organizations.

This position is grant-funded through mid-2025. Opportunities may arise toward the end of the program or afterwards for continued support with other Alliance projects, including small business support, real estate development, coordination of public bodies, or incentive management. Although funding is only guaranteed in the short term, the Alliance endeavors to find an individual who can be a successful candidate for our long-term team.

Additional Responsibilities:

Other duties as requested.

Required Skills:

- Initiative to advance program goals in the absence of explicit direction, ability to take direction when provided, and dependable follow through.
- Professional written and verbal communication skills.
- Excellent computer skills including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint); familiarity with Salesforce or similar CRM software; basic Adobe Acrobat skills with ability to convert and combine files into a pdf document; and capacity to learn new technology and software quickly.
- Strong time-management skills with ability to multi-task and handle multiple projects, meet deadlines, and operate under pressure.
- Collaborative spirit and capability to function well independently or as part of a team.
- Attention to detail and ability to consistently produce accurate, high-quality work.
- Immutable and uncompromising ethical standards.
- Able to meet strict confidentiality guidelines.

Job Preference:

- Fluent in oral and written Spanish communication.
- Lived experience or work experience with diverse communities.
- Familiarity with small business programs, workforce development programs, or federal funding.

Work Experience and Education Requirements:

- Four years of operations or administrative experience in a fast-paced, results-driven setting.

Physical and/or Mental Requirements:

- Ability to perform sedentary physical work requiring occasional lifting and moving of boxes (up to 35 pounds).
- Required to reach, stoop, and kneel.
- Capable of operating in a stressful office environment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Office environment. High focus. Moderate noise level. Moderate stress.

Apply:

Resume and cover letter should be sent to Joseph Laws at joseph.laws@theallianceokc.org. Applicants are strongly encouraged to apply no later than Friday, March 8, 2024, at 6:00 PM CST.