

The Center for Regional Economic Competitiveness (CREC), is an independent, 501(c)3 not-for-profit organization founded to provide local, regional, state, and federal policy-makers with the resources and technical assistance needed to formulate and execute innovative, regional, job-creating economic strategies.

CREC is seeking an **Operations Support Specialist** to assist with our association management, research and consulting activities. This is a full-time position in Arlington, Virginia, for candidates with an interest in supporting economic development and public policy.

Our primary public service goal is to help regions compete. Through our network of partnerships, we continually work to further regional economic competitiveness in rural and metropolitan communities. Our work emphasizes the importance of data in evidence-based public policy. CREC conducts research, provides technical assistance, offers expert advice, provides training, and offers leadership to practitioners and policymakers in the economic development, workforce development and higher education fields.

The **Operations Support Specialist** would provide support to CREC staff, primarily the CEO and COO.

Pay Rate: Entry level - TBD

Job responsibilities will include:

- Customer sales and service support – respond to inquiries, resolve association membership and subscription issues, maintain customer databases, promote events and resources, provide communications and coordination support for various projects and ongoing customer relations.
- Financial management support – generate and track invoices for subscribers to three membership-based associations.
- Administrative support – schedule meetings, organize and maintain hard copy and electronic filing systems, support conference and board meeting planning and implementation.

Depending on experience, job responsibilities may also include:

- Support CREC’s research, technical assistance and consulting staff in project-based work.
- Help maintain Council for Community and Economic Research (C2ER) data products including the Cost of Living Index, State Business Incentive Database, and State Economic Development Program Expenditures Database.

A successful candidate will likely:

- Demonstrate strong communication, coordination and customer services skills in multiple mediums (in-person, e-mail, phone);
- Demonstrate time management skills;
- Have strong reading, writing and arithmetic skills;
- Have familiarity updating and maintaining databases;
- Have or be working toward an Associate’s or Bachelor’s degree;
- Be comfortable working in a fast-paced environment and able to work on multiple projects simultaneously;
- Be proficient with Microsoft Suite software including Excel, Outlook, PowerPoint and Word; electronic email and newsletter management systems.

Application Instructions

Applications will be reviewed on a rolling basis. Please submit a resume and cover letter to Amanda Holmes at aholmes@crec.net.

CREC is an equal opportunity employer.