



## Listing Information

<b>Name of Position:</b>	Project Coordinator <i>Three (3) positions available</i>
<b>Organization:</b>	County of Sonoma
<b>Department:</b>	Sonoma County Economic Development Board (EDB)
<b>Location:</b>	Santa Rosa, Sonoma County, California
<b>Address:</b>	141 Stony Circle, Suite 110, Santa Rosa, CA 95401-5148
<b>Contact Person:</b>	Katie Parrish Phone: 707-565-7170 Email: <a href="mailto:edb@sonoma-county.org">edb@sonoma-county.org</a>
<b>Application Deadline:</b>	<b><u>March 24th, 2017 (Sent to the EDB before 5 p.m. PST)</u></b>
<b>Applying Instruction:</b>	Email resume and cover letter to <a href="mailto:edb@sonoma-county.org">edb@sonoma-county.org</a>
<b>Compensation:</b>	Approx. \$43,000
<b>Estimated Duration:</b>	July 11, 2017 – June 30, 2018
<b>Educational Level:</b>	Graduating Seniors and Recent Graduates

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## Position Information

### About Us:

The Sonoma County Economic Development Board (EDB) is a small, dynamic public-agency involved with a broad range of public policy issues and innovative programs impacting bucolic Sonoma County, located at the threshold between the commerce-driven San Francisco Bay Area and the spectacular beauty of northern California. Spanning over 1,500 square miles, Sonoma County maintains a diverse economy that includes a world-class wine region, stunning natural resources, and dozens of tourist destinations. The EDB is committed to the vitality of Sonoma County, providing services directed towards encouraging the startup, retention and expansion of Sonoma County businesses and jobs.



### **About the Position:**

Project Coordinators are primarily responsible for developing and managing county-wide programs that support the local economic and employment bases. Work responsibilities include researching, surveying, and developing reports and databases on Sonoma County's various economic sectors. Project Coordinators conduct research on their respective sectors of the local economy and organize the research into reports and recommendations; coordinate advisory groups comprised of local business, government and community members; and may be asked to make presentations on economic and policy issues to various groups, including the Sonoma County Board of Supervisors, business trade groups, and community organizations.

This position is a great fit for someone who is a strong project manager, enjoys networking, values a convivial environment, and is excited about learning and building. This position is ideal for individuals with interests in Political Science/Politics, Economic Development, Economics, English, Government, History, International Policy, Law, Management, Business, Public Administration, Public Policy, Research, Social Policy, Technology, and Urban Policy.

For more information regarding EDB reports, events, and programs for which Project Coordinators are responsible, please visit [www.sonomaedb.org](http://www.sonomaedb.org).

### **Major Responsibilities and Duties:**

Applicants should demonstrate excellent research, analytical, and writing skills; an interest in policy research and economic development; project management skills; exemplary communication, organization, and self-management abilities; and a commitment to public service.

This position is **only** open to applicants that obtain a Bachelors degree by June 2017. This is an entry-level position, no Masters or PhD students please.

### **Detailed Descriptions**

Three (3) positions will be filled; **one** (1) position within each of the following focus areas:

#### **Economic Research and Program Development:**

Works primarily with the EDB and Workforce Investment Board (WIB) with a focus on industry sectors, economic impact analysis, and community indicators.

Responsibilities include, but are not limited to:

- Drafts and prepares approximately twenty economic reports
- Conducts location and sector specific economic research and impact analysis
- Analyzes economic data trends and advises on economic policy creation and implementation.
- Prepares PowerPoint presentations and speeches
- Member of WIB committees and subcommittees (e.g. Marketing, website, operations)

For more information, please see the Data Center tab at [www.sonomaedb.org](http://www.sonomaedb.org)



**Tourism and Hospitality Program Development:**

Works primarily with Sonoma County Tourism with an emphasis on economic development initiatives surrounding the expansion of tourism and hospitality efforts.

Responsibilities include, but are not limited to:

- Develops 10 quarterly and annual tourism industry reports
- Manages tourism surveys
- Organizes and coordinates tourism industry events
- Develops and manages other tourism-related initiatives such as the Sonoma County Restaurant Week and the Sonoma County Beer, Cider, and Spirits Conference.

For more information regarding tourism, please visit [www.sonomacounty.com](http://www.sonomacounty.com)

**Workforce and Public Policy Development:**

Works in conjunction with the Workforce Investment Board (WIB) with an emphasis on driving targeted workforce development initiatives that build a strong labor force.

Responsibilities include, but are not limited to:

- Analyzes economic data trends and advises on policy creation and implementation
- Conducts research, surveys, and reports on industries/sectors
- Develops innovative programs to spur industry growth and align workforce efforts
- Collaborates with key community partners to provide insight and expand county programs
- Member of WIB committees and subcommittees (e.g. Marketing, website, operations)

For more information, please visit [www.sonomaedb.org](http://www.sonomaedb.org)

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To apply for the one-year Project Coordinator Internship position at the Economic Development Board, please email a cover letter and resume to Katie Parrish at [edb@sonoma-county.org](mailto:edb@sonoma-county.org), or [call 707-565-7170](tel:707-565-7170).

*Note: At this time we are unable to provide visa sponsorship for this program.  
The Sonoma County Economic Development Board is an Equal Opportunity Employer.*

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