



# Job Description – Economic Development Assistant

To apply, submit a **Cover Letter & Resume** to [erica@cctexasdmd.com](mailto:erica@cctexasdmd.com) by **5 PM** on **Friday, August 6, 2021**.

**General Description:** Be part of the renaissance of Downtown Corpus Christi! We are looking for an organized, outgoing, results-oriented business professional with energy and spirit to advance our revitalization efforts. Working as part of our closely-knit team, you will use organizational and interpersonal skills to assist, liaise and support development to build a robust local economy. Additionally, this position will track the progression of development projects. This position reports directly to and supports the Economic Development Manager.

<b>Job Functions (Daily Responsibilities):</b>	<b>Deliverables, Metrics and/or Benchmarks</b>
1) Information Management	<ul style="list-style-type: none"> <li>• Respond to phone and email inquiries for potential new business and property improvement grants.</li> <li>• Serve as collection point for all TIRZ applications, ensuring submittal completion before Managers begin analysis.</li> <li>• Provide information proactively to appropriate parties.</li> <li>• Track activity to identify time spent on projects.</li> </ul>
2) New Business Attraction (Entertainment & Retail)	<ul style="list-style-type: none"> <li>• Assist with recruitment by identifying potential business matches and making cold calls.</li> <li>• Follow up on leads bi-weekly or monthly as requested by ED Manager.</li> <li>• Set and track meetings with ED Manager to take projects from concept, through the application process, through construction process and to opening.</li> <li>• Work with ED Manager, PR Manager &amp; Social Media Coordinator to develop and deploy mini-marketing strategy.</li> </ul>
3) Improve Downtown Office Occupancy (Tech & Entrepreneurial)	<ul style="list-style-type: none"> <li>• Assist with data management, including update of promotional materials.</li> <li>• Keep downtowntx.org database updated with current data and up to date photos.</li> </ul>
4) Make More Spaces Available (Vacant Building Program)	<ul style="list-style-type: none"> <li>• Assist with vacant building program and policy development.</li> <li>• Proactively communicate with property owners to assist with development or sale of property.</li> <li>• Support ED Manager through Retail Incubator development.</li> </ul>
5) Service Contracts (TIRZ #3 Administration)	<ul style="list-style-type: none"> <li>• Assist with document creation of TIRZ agenda items such as memos and presentations</li> <li>• Assist with ensuring TIRZ #3 Service Contract obligations are fulfilled, and projects are properly submitted for funding.</li> <li>• Assist with benchmark tracking.</li> <li>• Compile monthly, quarterly, and annual reports related to TIRZ tracking, City reporting, and Main Street reporting.</li> </ul>

### **Core Competencies:**

- 1) **Initiative:** Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.
- 2) **Quantity of Work & Reporting:** Consistently completes acceptable volume of work on time and reports on accomplishments. Seeks further assignments when workload permits. Completes reports on time and does not require reminders for reoccurring reports.
- 3) **Responsibility & Quality of Work:** Has good attendance, is on time and is present and productive at work. Work consistently demonstrates an understanding of the objectives and mission statement.
- 4) **Judgement & Decision Making:** Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the organization.
- 5) **Attitude & Stress Management:** Keeps an upbeat, professional attitude even under challenging situations. Maintains flexibility without losing momentum. Adapts to situations seamlessly.
- 6) **Teamwork:** Willing to share information and offers aid when possible. Consistently looking for ways to improve processes in the workplace and help the team.
- 7) **Customer Service Focus:** Understands customer's needs, expectations, and DMD's requirements for public service. Treats customers (internal & external) with courtesy and respect. Responds quickly to all requests.
- 8) **Communication:** Communicates effectively verbally and in writing with team members and customers with widely different socio-economic and educational backgrounds. Listens to others and is open minded to suggestions from others. Is responsive and proactive in communications.

### **Compensation & Benefits:**

- Salary \$35,000 - \$45,000 Based on Education and Experience
- Paid Health Benefits & Life Insurance after 30 Days & 401K Match at 1 Year Anniversary
- 8 Paid Holidays & 15 Paid Time Off Days
- Opportunity for paid Professional Development.

### **Qualifications:**

- Bachelor's Degree in Business, Marketing, Economic Development or Public Relations
- 4 Years' experience in administrative support, marketing or sales.

### **Work Hours:**

- Typically, 8 AM – 5 PM, Monday through Friday
- Some Weekend and additional hours required for events, including Thanksgiving Week for Christmas Tree Lighting and Monthly Art Walk
- Communication May Be Required for Evenings or Weekends

## About The Corpus Christi Downtown Management District

The Corpus Christi Downtown Management District (DMD), established in 1993, is a professional Downtown Management District representing property owners and stakeholders within the area bounded by Kinney Street to I-37, and Lower Broadway to the Corpus Christi Marina L and T-Heads. In 2013, the property owners voted to renew the district through 2023. In 2015, DMD led stakeholders through a branding process naming this destination as the Marina Arts District while retaining DMD to refer to the organization and the programs and services we provide. In 2016, the DMD contracted to support Downtown Tax Increment Reinvestment Zone and manage incentives for the Greater Downtown Area.

## Mission Statement

Our mission is to create a successful, vibrant bayfront and seaside District, rebranded as the Marina Arts District and positively impact the greater Downtown area by proactively and strategically working with our partners to:

- Provide enhanced cleaning, beautification, and safety services.
- Develop and Improve the District.
- Market and Promote the District.
- Build and Manage an Effective Organization.

## Vision Statement

A sparkling Marina Arts District and Greater Downtown area anchored by a beautiful bay front and marina, leading corporations, premier restaurants, hotels and cultural venues, exciting cultural events and festivals, growing residential population and a thriving arts, live music and entertainment scene which attract thousands to visit, live, work, and play.

## Our Team

Alyssa Barrera Mason, Executive Director  
Erica Tamez, Executive Assistant & Special Project Coordinator  
Alan Albin, Finance & Administration Manager  
Jason Alaniz, Economic Development Manager  
Alexis Hill, Public Relations & Programming Manager  
Savannah Garza, Branding & Social Media Coordinator  
Roger Montelongo, Planning & Urban Design Manager  
Eric Jaramillo, Operations Clean Team Manager

