

# LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

**Job Title:** Assistant Manager  
**Reports To:** Senior Vice President  
**Department** Business Assistance & Development (BAP)  
**FLSA Status:** Non-Exempt

## Summary:

The LAEDC is a public-benefit nonprofit, with a focus on advancing opportunity and prosperity for the 10 million residents of LA County. We believe that many of LA's most urgent social needs are linked to economic opportunity, now and in the future. LAEDC's collaboration with many leaders in education, business and government is a great strength that enables strategic progress on economic opportunity. In this position, you'll have positive social impact.

This position interfaces with all levels of LAEDC personnel, LAEDC members, local communities, business executives and larger external business community. Manages scheduling, processing, and expediting of Business Assistance and Development (BAP) assigned and ad hoc projects from inception to completion. Supports all facets of LAEDC BAP department activities and programs by performing the following duties.

## Duties

- Providing high level support and assistance for the BAP Department team members and assisting with outreach and follow-up on project-related activity
- Provide front-line response for business assistance and layoff aversion referrals, including tracking and regularly updating federal, state and local programs and incentives, as well as all other facets of technical business related assistance.
- Manage and provide compliance level reporting on all BAP programs, contracts, and grants including monthly reports for BAP, LAEDC Management, KPI metrics, Board of Governors, CMTC, regional reports, contracts, quarterly reports and annual reporting to the Board of Supervisors
- Develop quarterly updates of key industry information for Requests For Information (RFIs), including: housing, education, workforce, research and development, transportation, region-wide assets, best practices, etc.; assists in RFI and Requests For Proposal (RFP) responses
- Coordinate data and project information with District and Regional Managers, and interact with other LAEDC departments and strategic partners, coordinate support with site searches and real estate brokers, assist with Most Business Friendly City in LA County Award, and manage BAP Departmental tracking systems and databases such as: Salesforce, OneDrive, Directories USA, InfoGroup/Salesgenie, Dun & Bradstreet, etc.
- Promote Business Assistance programs through various communication efforts and participation in workshops and conferences
- Assist in training of new BAP Team Members and manage BAP temporary staff/interns
- Coordinate monthly business outreach with District and Regional Managers
- Ensure all activities support the LAEDC's mission

## Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

# LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education/Experience:**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

## **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Microsoft PowerPoint software; Database software and Contact Management systems.

**Certificates and Licenses:** N/A

**Supervisory Responsibilities:** N/A

## **Work Environment:**

# LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.***

***To apply for this opportunity please send your resume, a cover letter, and salary expectations to [carrie.rogers@laedc.org](mailto:carrie.rogers@laedc.org)***