



The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.

Greater Indianapolis Chamber of Commerce		Job Expectations
Title	Project Assistant – Economic Development	Exempt/Non-Exempt
Reports to	Chief Economic Development Officer	Date last revised: May 2018
Supervises	None	
Summary	<p>The Project Assistant – Economic Development contributes to Chamber goals by managing a variety of projects and initiatives and by providing administrative support to the Chief Economic Development Officer (CEDO), the Vice President of the Indy Partnership, and the Vice President of Economic Development, Develop Indy. This position will also provide some front desk support through the corporate switchboard or in the reception lobby. As the first contact, the Receptionist is the information resource for callers and visitors.</p> <p>The responsibility of the Project Assistant – Economic Development is to provide management of scheduling, prepare routine and advanced correspondence, including letters, memoranda and reports as needed. In addition, coordination and set up for meetings related to economic development. Responsible for, at times, confidential and time sensitive material as well as a wide variety of situations and conflicts involving the clerical and administrative function of the Indy Chamber.</p> <p>There are a variety of duties performed by the Project Assistant – Economic Development and daily responsibilities may shift from time to time as requested by the HR department. The ability to work with other members of the organization as a functioning team is critical.</p>	
Evaluation of performance	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
Key outcomes expected	<ul style="list-style-type: none"> • Perform administrative functions for the economic development teams, as well, as other staff when available. • Keep calendar of appointments for the CEDO, VPs and handle scheduling responsibilities. • Perform the duties of sending out notices, keeping track of attendance, making meeting arrangements, preparing dockets, updating economic development information in Salesforce; assist in RFI responses. • Draft the minutes of all board meetings for CEDO's approval. • Handle all facility arrangements for meetings as necessary. • Maintain accurate records and mailing lists of the board of directors, partners, councils and committees.. 	



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	<ul style="list-style-type: none"> • Draft responses to correspondence assigned by the CEDO and VPs. • Coordinate special projects and activities as requested by the CEDO and VPs. • Develop a relationship with the board of directors and their assistants to be a liaison between them and the CEDO/VPs. • Handle advance preparation for tasks and appointments. • Maintain confidentiality on matters pertaining to the Indy Chamber. • Maintain a level of expertise on the computer system. • Update social media platform for Indy Partnership/Develop Indy. • Perform all other duties assigned by the CEDO and VPs.
Critical skills, knowledge, and behaviors	<ul style="list-style-type: none"> • Demonstrates effective verbal, written, and e-mail communication skills. • Demonstrates effective interpersonal skills; must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, economic levels, and roles within an organization. • Demonstrates customer service orientation with both internal and external customers. • Able to think logically and analytically. • Proactive in anticipating and alerting others to problems with projects or processes. • High detail orientation and accuracy. • Takes initiative and needs little supervision. • Able to prioritize, organize tasks and time, and follow up. • Performs responsibilities efficiently and timely. • Able to juggle multiple requests and meet multiple deadlines. • Works well in a team environment and as part of a team. • Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet(e-mail, Salesforce). • Social media proficiency.
Experience, education, degrees, licenses	<p>H.S. diploma, prefer some post-secondary education.</p> <p>1-2 years previous experience with comparable responsibilities.</p>
Physical demands	<p>Must be able to work proficiently with computers and other office equipment.</p>
Work environment	<p>Work is performed in an office environment.</p>
Received	



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Language for Critical Skills, Knowledge, Behaviors:

- Demonstrates effective verbal, written, and e-mail communication skills.
- Demonstrates effective interpersonal skills; must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, economic levels, and roles within an organization.
- Demonstrates strong presentation skills. Can facilitate both large and small group presentations.
- Demonstrates effective conflict management skills.
- Able to negotiate with and influence others.
- Demonstrates customer service orientation with both internal and external customers.
- Able to think logically and analytically.
- Proactive in anticipating and alerting others to problems with projects or processes.
- High detail orientation and accuracy.
- Takes initiative and needs little supervision.
- Able to prioritize, organize tasks and time, and follow up.
- Performs responsibilities efficiently and timely.
- Able to juggle multiple requests and meet multiple deadlines.
- Works well in a team environment and as part of a team.
- Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).
- Demonstrates proficiency in basic mathematics.
- Demonstrated familiarity with the Greater Indy area, significant companies, and individuals of influence and leadership.