



PROUD TO BE PART OF  
**THE NORTHEAST  
OHIO REGION**

## **Job Title**

Associate, Research

## **Classification**

Exempt

## **Reports to**

Vice President of Strategy and Research

## **Date**

March 2023

## **JOB DESCRIPTION**

### **Summary/Objective**

Provides economic development and research assistance to internal and external clients, economic development organizations, state, county, and local government entities as well as not-for-profit, for-profit and project clients. Participates in project strategies, planning, development, coordination, and management. Performs a variety of administrative duties, data-related analyses, and provides data-specific insights related to project management and tracking. Interacts professionally with all internal and external customers using strong customer service skills.

### **Key Responsibilities**

- Project and Partner Related Research
  - Assist with analytical work for active client projects with project team members. Provide data and presentation materials and actively participate in client presentations, as appropriate.
- Analyze, Interpret and Present Data
  - Gather business and industry intelligence by utilizing a variety databases and tools (Economy.com, EMSI, Salary.com, Burning Glass, etc.)
  - Collect, organize, analyze & interpret a variety of data sets
- Data Proficiencies
  - Demonstrated competency with Microsoft Excel and other software packages and research tools similar to GIS/mapping (e.g. ArcGIS), and online data and information gathering tools.
  - Familiarity with public data sources such as U.S. Census, BLS, IPEDS, etc.

- Experience cleaning, analyzing, and summarizing data from large datasets using R or a similar coding language
- Familiarity with Emsi/Burning Glass, now Lightcast, is a plus.
- Other Expectations
  - Contribute to data collection, analysis, and narrative of key Team NEO strategic publications, including Aligning Opportunities and Misaligned Opportunities
  - Assists in the development of targeted industry research strategies; help ensure effective integration of research function, learn research tools, best practices and collaborate as a team
  - Provides CRM System input and reporting (Salesforce skills preferred)
  - Proactively seek partner input/feedback as it relates to industry and research development.
  - Complete special projects as assigned – this will be a large function of the research role

## Core Competencies Valued

- **Analytical:** Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail
- **Communication:** Speaks and writes clearly and can be easily understood in a variety of communication settings and styles
- **Initiative:** Identifies what needs to be done and takes action before being asked or required
- **Prioritizing:** Can quickly sense what will help or hinder accomplishing a goal
- **Dealing with Ambiguity:** Can shift gears comfortably

## Physical Demands

While performing the duties of this job, the employee is required to talk or hear and perform work duties in front of a computer monitor.

## Travel

Travel is primarily in-region during the business day, although some early morning and after-hours travel may be expected. Quarterly trips to Columbus anticipated.

## Required Education and Experience include, but not limited to:

- Bachelor's degree required in relevant field, including data analytics, public administration, public finance, planning, economics, finance, accounting, geography, or urban studies.
  - Education in data related fields, mathematics, statistics, or economics is a plus.

- Experience in research, research design, quantitative and qualitative analysis, data collection, database design, or report writing.
- Knowledge of or ability to learn the tools and techniques necessary to perform the work of the Research Analyst include, but are not limited to:
  - Economic & Census Research
  - Employer/Industry Research
  - Competitive Landscape Analysis
  - Occupational Research
  - Supply Chain and Logistics
  - Spatial Analysis
  - Additional knowledge base on sources of Economic Development data including demographic, and federal/state/local web-based sources is preferred
  - Basic Coding Languages of programs like R, Python, etc. is a plus.
- Ability to manage projects, prioritize workloads, be flexible and bring projects to completion on time. Ability to work under tight deadlines and maintain work quality/attention to detail
- Excellent interpersonal, written and verbal communication skills, including group presentations and public speaking experience.
- Ability to lead group projects and discussions, demonstrating leadership skills is expected.
- Strong analytical and qualitative skills.

## **EEO Statement**

Team NEO is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination. Team NEO expects all employees, vendors, and associates to support the nondiscriminatory policies of Team NEO.

## **Other Duties**

Often, work in Economic Development requires flexibility and pivoting from one project to another because of tight project deadlines. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job, but to give an accurate picture of the day to day work in this position. Duties, responsibilities, and activities may change at any time with or without notice.

## **Contact**

Interested candidates should send an electronic expression of interest and a resume to:

Laura Hudak  
 VP of Finance and Administration Team NEO  
 lhudak@teamneo.org