

Economic and Community Development Associate

Hawes Hill & Associates, LLP
Houston, Texas

Hawes Hill & Associates seeks a creative, tech-savvy, energetic individual with a background in community development and/or economic development and an interest in problem solving and implementation of solutions. The firm is seeking a new addition to our **Economic and Community Development Practice**. The position requires a critical and resourceful thinker with knowledge in data collection and analysis, graphic and written presentation of information, active use of social media for community engagement and a proven interest in building community prosperity and identity. The successful candidate has a thirst to learn, enjoys a collaborative team approach, and seeks to make a genuine difference with every project and in every community we touch.

MAJOR DUTIES:

- Gather, compile, and analyze data necessary to understand and interpret economic, social, physical and fiscal conditions of special areas, communities or the impacts of potential projects/programs.
- Visit field sites to gather facts and data, conduct investigations, engage the client or stakeholders, and make professional observations.
- Interpret, summarize and convey information through text, tables, graphics and infographics.
- Utilize social media and online engagement resources as tools for outreach, gathering information, building consensus, presenting information, and community branding.
- Develop materials for presentation and publication.
- Perform related duties as assigned.

EXPERIENCE/KNOWLEDGE REQUIRED BY THE POSITION

- Collection and interpretation of data, as well as statistical and observational analysis.
- Use of social media and online platforms as a resource for community engagement and economic and community development activities.
- Community branding.
- Illustration/graphic, presentation and desktop publishing software, including Adobe Creative Suite.
- Knowledge of current technology and resources for purposes of data collection/analysis and project research.
- Creative problem solving.
- Writing and presenting information.
- Skill in in coordination with outside organizations, entities, and individuals

QUALIFICATIONS

MINIMUM QUALIFICATIONS: • Bachelor's degree in economic development, urban planning, public relations, marketing, or a related field • A minimum of two (2) years of experience in a related field • Possession of or ability to readily obtain a valid Class C Driver's License issued by the State of Texas. • An equivalent combination of experience, education, and training providing the required knowledge, skills, and abilities may be considered.

PHYSICAL REQUIREMENTS: None

OTHER CONDITIONS:

Must provide own transportation • Must be willing to work occasional irregular hours and weekends to support HHA's and its clients' programs and initiatives, attend evening meetings, meet deadlines, and achieve objectives.

SALARY RANGE:

\$45,000 to \$65,000, depending on qualifications and experience • Benefits include health, basic vision, dental, life, and disability insurance, SIMPLE IRA retirement plan, vacation.

Mail or email letter of interest and resumé to:

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Hawes Hill and Associates LLP firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We encourage women, people of color, members of the LGBTQ community, and those who identify with other underrepresented groups to apply.