SUMMARY
The Greater Boston Chamber of Commerce is seeking a highly detail-oriented, enthusiastic, multi-tasker to take on the role of Coordinator for our Economic Opportunity team. The Greater Boston Chamber of Commerce’s Economic Opportunity department is committed to developing and implementing a united response of the business community to the economic inequality across race facing the Greater Boston region through dynamic programming.

RESPONSIBILITIES
▪ Act as a point of contact for Pacesetters program. Assist in monitoring and responding to all incoming correspondence including keeping detailed records through internal systems.
▪ Coordinate, schedule and help facilitate quarterly meetings among Pacesetters cohort to identify spending opportunities and share best practices on supplier diversity spend
▪ Help track and manage Pacesetters annual data collection, reporting, and analysis
▪ Work with Director of Economic Opportunity to design and develop content for forums and events
▪ Work with Marketing to help develop messages and materials for key events, program website, and Pacesetters quarterly and monthly newsletters
▪ Help identify opportunities for Chamber through research and data collection to help advance economic opportunity efforts
▪ Support diversity, equity and inclusion efforts for Chamber programs team

QUALIFICATIONS AND REQUIREMENTS
▪ Demonstrated organizational skills and high attention to detail
▪ Ability to manage relationships with multiple internal and external partners
▪ Excellent writing and verbal communication skills
▪ Strong experience with MS Office and other business software tools
▪ 2 years and a Bachelor’s Degree or 3-6 years of experience in a role with related experience, which may include but is not limited to procurement, supplier diversity, small business development and program development
▪ Knowledge of the business community in the Boston region is preferred
▪ Demonstrated experience in usage of procurement tools & processes is a plus

Please submit a cover letter and resume to Beyazmin Jimenez, Director of Economic Opportunity at blanden@bostonchamber.com with the subject, Coordinator – Economic Opportunity.

The Greater Boston Chamber of Commerce is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, creed, ancestry, color, national origin, age, physical or mental handicap, veteran’s status, gender identity, or sexual orientation. The Chamber aims to provide a work environment conducive to mutual respect and freedom from harassment.