



Coordinator, Research
Position Description
Annual Salary: \$44,000-\$54,000

Company Overview

San Diego Regional EDC mobilizes business, government, and civic leaders around an inclusive economic development strategy to connect data to decision making, maximize regional prosperity, enhance global competitiveness, and position San Diego effectively for investment and talent. For more, visit sandiegobusiness.org.

General Function

The Research Coordinator will provide specialized, logistical, and administrative support for team initiatives and organization-wide efforts. Coordinators should have strong verbal and written communication skills, be detail-oriented and self-motivated, and be able to independently work across teams to support a wide array of programming. Coordinators will make minor strategic and programming decisions under the guidance of managers and directors and may manage EDC interns. Coordinators will be able to effectively communicate projects and initiatives to internal stakeholders and over time, will evolve existing logistical skillsets into more end-to-end project management skills.

This position is entry level and reports to the Research Director. The position is non-exempt and based in San Diego. Candidates must be in San Diego region or willing to relocate. EDC values diversity of thought, experience, and perspectives, and encourages individuals with *non-traditional backgrounds* to apply.

Specific Responsibilities and Duties

Data & Research – Responsible for collecting and analyzing data on San Diego’s economy.

- Collect, maintain, and analyze EDC’s public and proprietary databases.
- Assist with data collection, analysis, and writing of in-depth reports on emerging economic and industry trends.
- Analyze and write about emerging trends in the San Diego region for a diverse group of stakeholders.
- Assist in creation of data visualizations research publications, industry reports, and stakeholder presentations.
- Help source and procure novel data and information for large-scale economic impact studies.

Project Management and Administration – Work with research team and outside partners to meet quarterly goals.

- Track progress on various projects and report weekly to Research Director and team.
- Maintain and streamline internal data tools and controls.
- Manage in-bound requests to general research inbox.
- Track team program budgets.
- Assist research, and broader, team as needed.

Key Qualifications

- College/University degree or credential in economics, mathematics, political science, urban planning, or related field, OR comparable work-related experience.
- Familiarity with public economic data sources.
- Strong statistical and analytical skills.
- Excellent verbal and written communication skills.
- Fluent in Microsoft Office: Word, Excel, PowerPoint, Outlook.
- Working knowledge of R, SQL, or other programming language is preferred.
- Ability to work independently and on a team; adaptable and willing to seek help when needed.
- Ability to manage multiple tasks under pressure, meet deadlines, and pay attention to detail.

- Must be curious, willing to learn, self-driven, client-focused, and possess unquestionable integrity.

To apply, please use our [online system](#) to send a cover letter, resume, and writing sample with a research focus. This position is open until filled.