

Job Position: Economic Development Analyst

Central Houston, Inc.

Central Houston, Inc. is an advocate for downtown's development and revitalization. Central Houston, in association with other entities – Central Houston Civic Improvement, Inc., the Houston Downtown Management District, and the Downtown Redevelopment Authority (TIRZ No.3) has facilitated many of the public and private projects that have transformed downtown since the mid-1980's. Past and current projects include the restoration of the historic Rice Hotel, restoration of the Carter Building at 806 Main into the JW Marriott Hotel, and the redevelopment of Market Square Park and Main Street Square. More information on these organizations and downtown can be found at the following websites: downtownhouston.org, downtowndistrict.org, downtowntirz.org and centralhouston.org.

Description: Seeking an Economic Development Analyst for Central Houston and its affiliated entities in measuring and reporting on the economic and social drivers that impact a thriving downtown. The successful candidate will be skilled at working collaboratively with government agencies, business leaders, and community stakeholders to research, measure and archive key demographic, employment, real estate, and cultural statistics that tell the story of downtown. This position reports to the Director of Economic Development.

Essential Duties and Responsibilities

1. Work with the organization's leadership to identify research data to be gathered, frequency of updates and process/format for distribution.
2. Measure, analyze and report on the following types of data to support organizational initiatives including, but not limited to:
 - Demographics: Workforce, resident, and visitor populations
 - Market Trends: Office, hotel, residential, parking, and retail inventory, occupancy, pricing, sales, etc.
 - Transportation: Traffic, commuting, and mode split patterns
 - Development: Construction and real estate development activity
 - Employment: Trends, major employers, sector concentration, relocations, recruitment attractiveness
 - Statistics: Cultural and entertainment events and venues (sports, museums, religious/educational institutions, parks/trails, attractions, etc.)
 - Economic Indicators: Local, regional, and state
 - Sustainability/energy conservation metrics
 - Homelessness and crime prevention statistics
3. Identify, validate, interpret and communicate data trends and findings to a range of users. Must demonstrate superior writing, graphic, and presentation skills.
4. Respond to adhoc research requests from various downtown stakeholders and partner agencies.
5. Provides support to Central Houston Membership Relations Manager including: gathering information on prospect companies, creating social media content, writing original content to be used in membership communications/marketing materials and assistance with Central Houston membership events.
6. Uses survey tools to conduct polls which solicit stakeholder data and opinions on topics of interest to downtown.
7. Performs other job-related duties as required.

Essential Qualifications and Skills:

- Bachelor's degree in Business, Economics, Journalism or other related field.
- 2-5 years experience in economic research and analysis.
- Strong analytical and research skills.
- Knowledge regarding use of GIS, LEHD, US Census, and other database sources a plus.
- Excellent verbal, written, presentation and interpersonal skills, with a strong level of intellectual curiosity, and willingness and ability to learn new things.
- Ability to plan, organize, manage and multitask.
- Proactive and able to work independently as well as in a team environment.

Salary range is contingent upon knowledge and experience. Full benefits, including group health insurance, a transportation allowance, and an employer-matching 401k plan are offered. For initial application, begin with sending a resume by email to jstraywick@centralhouston.org.