

## **Position: Research Analyst**

**Organization: Appalachian Council of Governments (ACOG)**

**Department: Economic Development Services**

### **Description**

As part of the Economic Development Services program, the position of Research Analyst performs professional work in support of regional, county, and local initiatives related to business attraction and expansion, community development, and planning efforts in the Upstate of South Carolina. The role encompasses certain regular tasks around the collection and analysis of core socioeconomic data, as well as a range of activities that contribute to and support the team's production and delivery of research and marketing material.

### **Responsibilities**

#### **Data Management**

- Work as part of a dynamic, collaborative, and interdisciplinary team focused on using data and technology to support informed regional economic development and community planning.
- Conduct research and analyze data.
- Identify emerging trends, needs, and services related to assigned area of offerings.
- Assist with maintenance of socioeconomic databases and mapping applications.
- Provide technical assistance and training to partner economic development organizations, municipalities, and counties.

### **Other Duties**

Please note 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. Activities, duties, and responsibilities may change at any time with or without prior notice.

### **Required Knowledge, Skills, and Abilities**

#### **Knowledge**

- Qualitative and quantitative research methods
- Planning and economic development principles and practice
- Report preparation methods
- Marketing and/or public outreach principles
- Computer software including word processing, spreadsheet, database, and desktop publishing applications

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### **Skills**

- Data management
- Technical and narrative writing
- Strong attention to detail
- Effective time management

### **Abilities**

- Analyze and synthesize data
- Prepare reports and presentations for a variety of audiences
- Manage multiple projects with competing deadlines
- Demonstrate independent problem-solving and decision-making
- Exercise sound judgement
- Adapt to changing technology
- Speak in public with confidence
- Build and maintain effective working relationships with internal and external colleagues

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university with major course work in urban planning, economic or community development, public or business administration, finance, or a related field
- Proficiency in the use of the Microsoft Office Suite

### **Preferred Qualifications**

- Two (2) or more years' experience in economic development, business attraction and/or economic development research, community development planning, or a related field
- Proficiency in the use of the Adobe Creative Suite, Tableau, or other data visualization applications, and Esri ArcGIS

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted for education at the discretion of organization management.

### **Salary Range and Benefits**

- Salary commensurate with experience. The Appalachian Council of Governments is a member of the South Carolina State Employee Health Insurance and Retirement Programs. Twelve paid holidays and paid annual and sick leave included with benefits.