



Position Description

Job Title: Research Associate
Base Location: Coral Gables or Orlando, FL

POSITION OVERVIEW

The Research Associate is a full-time, entry-level position responsible for maintaining SelectFlorida's information resources and infrastructure to support the promotion of exports and inbound investment into the State of Florida. This position works closely with SelectFlorida's trade promotion and investment promotion teams, as well as with Florida's network of overseas offices, to ensure the timely provision of pertinent information for the state's international economic development efforts.

KEY RESPONSIBILITIES

- Collect, tabulate, organize, and present all economic data used for Florida's efforts to promote exports and inward foreign direct investment (FDI). This can include the collection of primary data, as well as compiling secondary economic data from a range of government and commercial sources.
- Update information and content for SelectFlorida's website (www.SelectFlorida.org), including content in English as well as in other languages (with assistance from native speakers, where appropriate or necessary).
- Download raw trade data from online databases, organize and interpret information, and based on this prepare quarterly and annual reports on Florida's international trade. Ensure the timely posting of these trade reports to SelectFlorida's website.
- Conduct research and analysis on foreign direct investment (FDI) activities in Florida. Prepare an annual report on FDI in the state, and ensure its timely publication to the SelectFlorida website.
- Conduct primary research on the presence and activities of foreign-affiliated companies in Florida. This can include cross-referencing published data and news articles with a combination of direct research methods such as online or phone surveys and verification.
- Prepare economic information for marketing materials, trade shows/missions/events, client presentations, and special reports related to Florida's international trade and foreign direct investment. As directed, conduct ad-hoc internet and other research on miscellaneous international trade and investment topics.
- Support the activities of SelectFlorida's network of international offices through the provision of high-quality market-specific trade and FDI information. At the request of SelectFlorida's international offices, conduct custom economic research, as directed.

- Assist with research for the development of sector- and country-focused strategies and activities to promote Florida's international trade and investment.
- Maintain SelectFlorida's in-house information resources for the promotion of trade and foreign direct investment, including databases, spreadsheets, and marketing materials.
- Maintain, manage, and ensure the timely renewal of SelectFlorida's subscriptions to a variety of databases and other purchased and acquired information resources.
- Maintain working relationships with external research partners and stakeholders, including the Florida Department of Commerce, local and regional economic development organizations, Federal agencies, universities, consulates, and chambers of commerce.
- Perform other duties as assigned.

SUPERVISION

No supervisory responsibilities for this position.

MINIMUM QUALIFICATIONS REQUIRED

- Bachelor's degree in Economics, International Studies, Business, Marketing, or related field.
- Proficiency in Microsoft Office (especially Excel) and database applications.
- Strong general and internet research skills, experience with data sources and databases.
- Strong attention to detail, accuracy, and ability to adhere to tight deadlines.
- Ability to communicate effectively in English, both verbally and in writing, is essential.

PREFERRED QUALIFICATIONS

- Master's degree in Economics, International Studies, Business, Marketing or related field.
- Familiarity with international business and economic trends and topics.
- Previous work experience/internship in a corporate environment.
- Working knowledge of world languages other than English.

TO APPLY

To express interest in the position, please email your resume and cover letter to pauline.jacobs@selectflorida.org

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 filling this position. Duties, responsibilities and activities may change at any time with or without notice. SelectFlorida is an equal opportunity employer.