



CITY OF PORTLAND
OFFICE OF SUSTAINABLE DEVELOPMENT
A BETTER FUTURE. A BETTER NOW.

Sustainable Economic Development Coordinator

The City of Portland Office of Sustainable Development (OSD) seeks an experienced professional to lead its efforts to support the growth of sustainable industries in Portland. Working closely with the Portland Development Commission and regional, state and private-sector partners, the position will develop an overall regional economic development strategy for sustainable industries. The position will also assess the need for, and, if appropriate, establish a network of local companies offering sustainable products and services. In carrying out this work, the Sustainable Economic Development Coordinator will need to work collaboratively with diverse stakeholders, including businesses, public agencies, and business associations, and generally serve as a liaison to the business community on economic development projects. The position will support business expansion by providing local businesses opportunities to co-market their products and services through collaborative marketing efforts. Other responsibilities include staffing the economic development subcommittee of the Portland-Multnomah Sustainable Development Commission and managing several research projects that will evaluate the past and potential local economic impacts of sustainable industries. The position will have significant visibility in representing OSD and the City's sustainable economic development efforts in professional networks.

Applicants must possess:

- Strong understanding of businesses, including business planning, typical decision-making processes, and the challenges and opportunities businesses face.
- Understanding of economic development principles.
- Excellent communication skills, both verbal and written.
- Ability to coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
- Enthusiasm for the mission of OSD.
- Ability to articulate OSD's vision and goals convincingly.
- A minimum of seven years professional experience in economic development, business management, marketing or sales, government, community leadership or other relevant fields.

Position Information

The position is a limited-term, full-time position with benefits. The salary range is \$57,158 to \$76,315 on an annual basis, depending on experience. OSD expects to have one year of funding for the position, with the potential for continued funding.

DAN SALTZMAN – Commissioner SUSAN ANDERSON – Director
P: 503 823 7222 F: 503 823 5311 721 NW 9th Ave., Suite 350 Portland, OR 97209-3447 www.sustainableportland.org

Background

The City of Portland Office of Sustainable Development seeks to bring together community partners to promote a healthy and prosperous future for Portland. OSD advances improvements and innovation in energy efficiency and renewable energy, biofuels, waste disposal and recycling, sustainable purchasing, green building practices, global warming, and sustainable food systems. For more information on OSD programs, visit www.portlandonline.com/osd.

Application Process

To apply, submit a résumé of no more than two pages together with a cover letter to OSD by **4:30 p.m. on Wednesday, May 9, 2007**. Submission by e-mail is encouraged.

The City of Portland is an equal opportunity employer, and diversity is a core value of both OSD and the City of Portland as a whole.

Send application materials to:

John Tydlaska
City of Portland Office of Sustainable Development
721 NW 9th Ave, Suite 350
Portland, OR 97209

fax: 503-823-5311

John.Tydlaska@ci.portland.or.us