



## **Project Coordinator**

**Contact:** Please send resume & cover letter to:  
South Carolina Council on Competitiveness  
Attn: Susie Shannon, President & CEO  
sshannon@sccompetes.org

### **Who Are We?**

We research and publicize the growth of our state and design ways to get the message of South Carolina's business community and major industries out of the Southeast and into the world beyond our borders. Moreover, we collaborate with business leaders, educators, students, parents, and policy makers to transform our schools so that our student graduates are prepared for careers, college, and citizenship. The Council team works with schools; public agencies; cutting-edge aerospace technology manufacturers; major corporations within supply chains; and transportation, distribution, and logistics companies.

The South Carolina Council on Competitiveness was formed in 2004 by a broad-range of stakeholders from the public, private, academic, and nonprofit sectors to help our citizens, our businesses, and our state become more competitive on the global stage. Our work supports economic development efforts across the state through economic research, support for industry clusters, and education and workforce development initiatives.

### **What Would I Do Every Day?**

As our Project Coordinator, you will report directly to the President & CEO of the South Carolina Council on Competitiveness. Your primary responsibilities will consist of assisting in the day-to-day support on behalf of the industry and education cluster/initiative directors and auxiliary support of communications and events activities.

The Project Coordinator will:

- Support annual organization strategy and project planning by engaging in planning and strategy meetings with the Director of Communications and cluster/initiative directors.
- Perform research and analyses of transformational ideas, best practices, and legislative/policy briefs, condensing findings for executive-level summaries

- Conduct, under the direction of cluster/initiative directors, site visits to companies and to academic institutions
- Maintain cluster/initiative partner information and ensure updates in asset mapping tools
- Develop, under guidance of communications team, content and updates for cluster members and social media
- Provide planning, on-the-scene, and day-of event coordination and support
- Research relevant state and federal legislation for sharing with the Council team
- Manage and maintain customer relationship management (CRM) tools and data sheets via Hubspot and Excel
- Assist with updating and maintaining the Council's web properties

**Our Ideal Candidate Will Have:**

- A Must –
  - Associate's degree in business, education, communications, or related field
  - Approximately four (4) years' experience in business, education, and/or communications
  - Strong writing and editing skills
  - Solid understanding and experience with AP Style
  - Comfort with multi-tasking and working under deadlines
  - Familiarity with social media platforms and how to use platforms for marketing, including Facebook, Twitter, and LinkedIn
  - Proficiency in Microsoft Office and Google platform (and related products)
- A Plus!:
  - Bachelor's degree or higher
  - Project management or coordination experience
  - Demonstrated experience in community or economic development
  - Adobe Creative Suite products
  - Graphic design and videography
  - WordPress and HTML
  - Email marketing platform (e.g., MailChimp, Constant Contact)

**South Carolina Council on Competitiveness:**

- ❖ [www.sccompetes.org](http://www.sccompetes.org)
- ❖ [www.sclogisticsindustry.com](http://www.sclogisticsindustry.com)
- ❖ [www.scaerospace.com](http://www.scaerospace.com)