

RECRUITING ANNOUNCEMENT

International Business Development Coordinator

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to be GOED's International Business Development Coordinator. This position is responsible for coordinating operational activities and managing specific functions in support of International Business Development.

Core Functions & Responsibilities

- Coordinates operations through the development, implementation, and monitoring of a dashboard of key success measures to achieve objectives in support of the Governor's Office of Economic Development.
- Organizes regular meetings, prepares reports and makes recommendations to improve team effectiveness and efficiency.
- Develops descriptive programmatic materials and collateral to support grant applications and federal funding for special projects.
- Maintains current knowledge of agency priorities and policies to ensure program services are coordinated and aligned.
- Liaises with communication's team to optimize marketing of international program resources, events and successes to external and internal audiences.
- Meets regularly with management to report progress and accomplishments as outlined in the strategic plan and recommends changes.
- Coordinates internal and external requests for information, data or research regarding program topics.
- Assists with organizing inbound and outbound trade missions.
- Acts in a supporting role to the International Business Development Director on all projects related to International Business Development.
- Assists with special projects and other duties as assigned.

Demonstrated Knowledge/Skills/Abilities

- Excellent verbal and written communication skills including cultivation of internal and external relationships; public presentations and written reports;
- Flexible and able to multitask while managing competing deadlines and priorities;
- Knowledge of Microsoft Office products;
- Attention to detail and accuracy.

Education and/or Experience

- Bachelor's degree in international affairs, economics, business administration, or closely related field.
- Three years of relevant experience or an equivalent combination of education and experience.



Salary and Benefits

\$ 70,010 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location

This position will be based in Las Vegas, Nevada.

Travel Requirements

Must have a valid passport and the ability to travel domestically and internationally.

To Apply

Please send resume and cover letter to Michelle Sibley at msibley@goed.nv.gov

Or via mail:
Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.