**World Trade Center: Project Manager WTC and STL Mosaic Project**

***THE ORGANIZATION***

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

**Accredited Economic Development Organization**  
  
St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

***THE POSITION***

# World Trade Center St. Louis (WTC) is seeking a full-time Project Manager to assist with planning and communications for all trade and event related operations and the St. Louis Mosaic Project immigration initiative, as well as leading several key initiatives for both groups.

# For more than 20 years, as the international division of the St. Louis Economic Development Partnership, WTC has promoted local economic development by guiding regional businesses to expand into foreign markets, hosting visiting trade delegations to St. Louis, and promoting the region as a place for international trade relations, investment, and economic growth.

# The Mosaic Project is a regional initiative, led by a diverse, high level, 32-member steering committee, to position St. Louis as the fastest growing U.S. metropolitan area for immigration by 2025.

**Job Functions:**

* Provides administrative support to WTC Deputy Director and Mosaic Project Executive Director; assists with scheduling of meetings, event planning functions, support of major initiatives and preparation of presentations and report materials.
* Develops, does creative design, and writes the WTC and Mosaic Project electronic communications including regular updates of websites, event announcements, weekly electronic newsletter and social media.
* Assists in hosting international dignitary, trade and investment delegations to the region and engaging relevant government, civic and business partners in the process.
* For the Mosaic Project, takes on responsibility for deciding the strategy and communications with the Mosaic Ambassador Schools (30) and plans/executes programs and press releases for their actions that support the goals of the Mosaic Project. Is the main liaison to International Spouse Group and International Women’s Mentoring Groups. Increase speaking engagements to represent Mosaic in the community. Interview, hires and manages Mosaic interns. Work with the media to promote the Mosaic Project. Develop and leads exciting promotional/communications concepts that get media attention. Leads the monthly STL101 speaker series that will begin again in 2022 and leads projects with university students. Does career mentoring for Professioal Connectors. Manages Facebook content and event publicy.
* For the World Trade Center, manage the Sister Cities initiative, to include financial grant allocations, annual reporting, and developing communications strategies to raise the group’s profile in the community, planning quarterly meetings and events and recommending improvements. Handles requests from Sister Cities for assistance, meetings with elected officials and any other requests. Leads Festival of Nations booth and tables within, coordinating with Sister Cities committees. Compiles stories for the WTC weekly newsletter and has responsibility for the WTC’s Facebook content plus use of Facebook for event promotion.
* Establishes intern hiring and programs. Handles incoming requests for materials, sponsorships, speaking engagements and handles these directly.
* Perform general clerical duties to include, but not limited to, copying, mailing, and filing.
* Set up, coordinate, and attend meetings and conferences.
* Assist in special events, such as fundraising activities and the annual meeting.
* Perform other duties as assigned

***THE NEED***

**Professional qualifications for this position include:**

**Education:** Bachelor’s degree in Business Administration, Public Policy, Economics, International Studies, or related field.

**Experience:**

1. At least 4 years of progressively more responsible related work experience running programs that involve many partners and participants
2. Demonstrated working knowledge of social media platforms and their use, including Twitter, Facebook, LinkedIn, and tools available for coordinating associated postings and responses
3. Cross cultural experience and global perspective gained by working/living with people of other cultures highly desirable. Deep knowledge of the St. Louis foreign born and minority communities highly desired
4. International affairs or business experience desired but not required
5. Excitement and energy to work with and communicate with corporate providers, partners, and local foreign born people at both senior and grass roots levels
6. Experience in event planning and execution
7. MS Word, Excel, Power Point, Constant Contact and the ability to learn new software applications as needed. Some WordPress, website and/or CRM database management experience desirable

**INTERPERSONAL CHARACTERISTICS:** Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

***THE REWARD***

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to https://stlpartnership.aaimtrack.com.

Also, applicants are encouraged to visit our website to learn more about the organization:

<https://stlpartnership.com/>

[www.worldtradecenter-stl.com](http://www.worldtradecenter-stl.com)

[www.StlMosaicProject.org](http://www.StlMosaicProject.org)

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*