



Research Assistant

World Business Chicago (WBC) is a not-for-profit economic development organization. Our mission is to enhance metropolitan Chicago's reputation as a business location and assist companies seeking to locate or expand in the area. WBC has a full-time Assistant position available in the Research Department. The primary responsibilities of the Research Assistant include:

- Compiling new databases as needed, and maintaining existing economic, demographic, and business indicator databases;
- Conducting geospatial research and creating GIS maps as needed;
- Gathering primary research for third-party inquiries and WBC studies;
- Assisting in the maintenance of content for presentations, as well as marketing materials including the monthly newsletter and WBC website;
- Assisting in responding to requests for information from companies and/or their intermediaries;
- Assisting in responding to requests for information from City of Chicago departments, media, and partner/affiliate organizations; and,
- Assisting the Business Development and Marketing/Creative departments as availability allows.

The ideal candidate must have GIS experience, is detail-oriented, with strong analytic and organizational skills and knowledge of economic development and planning concepts; the ability to provide in-depth primary and secondary research; and excellent computer proficiency in Excel. An undergraduate degree in business, economics, urban planning, or a related field is required. Relevant work experience may be considered in combination with a degree in an unrelated field. Willingness to work in a deadline-oriented, fast-paced environment is crucial. The position is paid commensurate with experience.

Please send a resume and cover letter including a description of how GIS has been used in previous work or research experience to: Liz Jellema, Director of Research, 177 N. State Street, Suite 500, Chicago, IL 60601 or ljellema@worldbusinesschicago.com.

World Business Chicago is an equal opportunity employer.