



Job Posting

Innovation Program Coordinator

The Rhode Island Commerce Corporation (Commerce RI) seeks to hire a program coordinator to assist the innovation director in administering innovation programs of the corporation. The ideal applicant understands and appreciates the need for supporting economic growth and job creation through strengthening Rhode Island's R&D platform; is familiar with federal, non-profit, and private funding streams; and has experience with granting programs.

Essential Responsibilities:

- Maintain all applicant files, documentation, correspondence and records in CRM and project files
- Assist with pre-and post-award activities such as RFP development, database management and selection process
- Manage special events associated with the granting programs
- Monitor and research national trends in innovation programming
- Work with key local stakeholders to maintain a current assessment of research capabilities at each institution that can be used to identify and facilitate new pathways to collaboration and connectivity
- Monitor extramural funding opportunities that can leverage existing Rhode Island assets and core research competencies
- Represent Commerce RI at community events as needed

Qualification Requirements:

- A minimum of a bachelor's degree and demonstrated experience in coordinating programs or equivalent combination of education and experience
- An ability to communicate clearly with multiple audiences and to prepare clear, informative and concise written materials
- Strong interview and interpersonal skills, attention to detail, and ability to work with sensitive and confidential information
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Strong organizational skills, able to perform and prioritize multiple tasks seamlessly
- Excellent computer skills with proficiency in Microsoft Office and Outlook, and Adobe Acrobat
- An understanding of the public policy process and basic technology-based economic development concepts

Posting will remain open until the position is filled. Submit a cover letter with salary requirements and a professional resume via email, preferably Friday, July 17th, to:

**Rhode Island Commerce Corporation
Attention: Job STAC04
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908
prfdesk@commerceri.com**

The Rhode Island Commerce Corporation is an Equal Opportunity Employer.