

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking an Administrative Coordinator position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$50,000, based on education and experience.

**Qualified applicants must submit a resume, cover letter, and a list of reference sources.**

### **[Apply Online](#)**

Review of applications will begin immediately. **The deadline to apply is Friday, March 24, 2023.**

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**POSITION:** Administrative Coordinator (Incentives Specialist)  
**DIVISION:** Business Development/Film & Music Team  
**JOB LOCATION:** Oklahoma City  
**SALARY:** \$40,000 - \$50,000  
**JOB NUMBER:** J-786

#### **JOB DUTIES:**

- Assist the Director and staff with the administration of the state's film incentives programs, including but not limited to the Filmed in Oklahoma Act of 2021 and the Oklahoma Film Enhancement Rebate Program ("Compete with Canada Act").
- Prepare reports (both actual and projected) focused on the state's film incentive programs, including usage, jobs created, wages, and other economic variables communicating the performance of the incentives as needed.
- Prepare analysis that involves collecting, analyzing, interpreting, and presenting a dataset.
- Retrieve and interpret data, look for trends and patterns in a data set, and report their findings.
- Perform competitive and actionable business intelligence research, analyze issues, and assess opportunities in companies, markets, and industries as it pertains to film/tv production and competitive incentives when needed.
- Update and maintain the rebate database.
- Contribute to and support research projects as assigned and collaborate with other associates.
- Communicate with clients timely and accurate.
- Assist with script coverages when needed/necessary.
- Take the lead or assist with incoming calls and other communication related to the film incentive program/rebate.
- Help organize and maintain the common office area and perform general office clerk duties and errands when needed/necessary.



- Assist with events when needed/necessary.
- May be asked to travel both in-state and out-of-state for various events on occasion.
- Handle sensitive or confidential information with honesty and integrity.
- Other duties as assigned

**KNOWLEDGE AND SKILLS:**

- Must be self-directed and have strong analytical, quantitative, and writing skills.
- Required skills include the ability to synthesize, summarize and communicate information from various sources; the ability to manage projects to completion in a timely manner; and good oral communication and interpersonal skills.
- Must be skilled with Microsoft Excel.

**EDUCATION AND EXPERIENCE:**

The completion of a bachelor's degree in economics, mathematics, market research, or a related degree is required.

Ideal applicants should have one year of work experience conducting policy, economics, marketing, or similar analysis and research in an analyst position for a business, government, or university.

**SPECIAL REQUIREMENTS:** Must be able to work flexible hours when required, including some weekend work. Prefer candidates with proven experience as a team member in a busy office or production environment.

**OR**

An equivalent combination of education and experience may be considered.

**AA/EOE**

