



**Job Title:** Project Analyst – Orange County Cluster Initiative  
**Classification:** Hourly  
**Salary/Hours:** 10-15 hours per week, pay based on experience  
**Commitment:** Fall & Spring (additional opportunities available after Spring)

### **Project Introduction:**

A collaboration between the Florida High Tech Corridor Council ([www.floridahightech.com](http://www.floridahightech.com)) and Orange County government has been established to support an industry diversification initiative for the Central Florida region, called the Orange County Cluster Initiative (OCCI). The aim of this initiative is to diversify the regional economy which has been traditionally dominated by the tourism and hospitality industry by creating industry cluster ecosystems to support innovation, collaboration and technology commercialization. Sectors of focus may include: 1) life sciences; 2) energy & environmental sciences; 3) game, entertainment and esports and 4) learning sciences & human performance.

### **General Job Summary:**

The OCCI initiative is at an early stage and this position is needed to support the strategy implementation and launch of the industry clusters. The Project Analyst will have an important role in helping The Corridor team to shape the future of the OCCI initiative at an early stage. Additional opportunities will evolve as the clusters launch, evolve and expand over time. While most initial activities will be conducted with The Corridor team, there will be opportunities to interact and engage with business leaders, technology entrepreneurs and stakeholders from across the region. More information about the OCCI can be found at <https://floridahightech.com/orange-county-cluster-initiative/>.

### **Principal Responsibilities:**

- Support the implementation of cluster services and activities
- Assist in the management of a project database to maintain all OCCI data
- Use provided templates to support the development and execution of a monthly OCCI newsletter for cluster members and regional stakeholders
- Support the organization and execution of virtual or in-person events for cluster members
- Conduct market research on relevant industry events and regional stakeholders (both virtual and in-person) that could be useful for the designated clusters
- Communicate with cluster members regarding upcoming activities, program updates, meetings and other necessary items as needed
- Work with the project marketing team to maintain public marketing efforts such as social media, website, emails, cluster annual reports and other forms of PR and marketing
- Submit accurate and timely project and performance reports, such as timesheets and other relevant project documents

### **Qualifications:**

- Seeking Junior, Senior or Masters students in one of the following fields: Management/MBA; Marketing; Advertising-Public Relations; Statistics; Economics; Industrial Engineering; Integrated Business; or related degree programs
- Exceptional verbal and written skills
- Demonstrated experience in timely completion of multiple deadline-driven tasks/projects
- Strategic and tactical thinking, teamwork orientation, and communication proficiency

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