

**CITY OF BOULDER
POSITION DESCRIPTION**

DATE: April 2016

POSITION TITLE: Economic Vitality Intern

EMPLOYEE GROUP: TEMP (non-exempt)

DEPARTMENT/DIVISION: Community Vitality/Economic Vitality

OVERALL JOB OBJECTIVE:

Under the general supervision and guidance of the Economic Vitality Coordinator, the economic vitality intern supports the economic vitality team on a variety of projects and is responsible for providing economic research, business services and outreach assistance as requested. The internship provides an opportunity to interact with business and community leaders.

DUTIES AND RESPONSIBILITIES:

1. Provides information in response to questions from businesses and community members.
2. Supports business outreach and retention efforts by monitoring business news, conducting background research, scheduling meetings, attending onsite visits and preparing written summaries as requested.
3. Assists in creating and updating content for presentations, web pages, and other communications.
4. Assists in the administration of the city's business incentive program.
5. Conducts research to support projects, update economic indicators and help identify trends.
6. Assists in creating and updating business databases and reports.
7. Other:
 - Performs related duties as required to meet the needs of the city.
 - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
 - Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

The City of Boulder is a smoke and tobacco-free workplace.

ORGANIZATIONAL STRUCTURE:

TITLE OF IMMEDIATE SUPERVISOR: Economic Vitality Coordinator

This position would begin in May and is a paid internship, paying \$14/hour. We are seeking an intern to work 20 hours/week through December 2016. While the schedule has some flexibility, hours will generally be scheduled between Monday and Friday from 8 a.m. and 5 p.m.; some evenings may be required.

REQUIRED MINIMUM QUALIFICATIONS:

A minimum of two years of university study and a minimum of one year of office, sales or customer service experience or an equivalent combination of education and experience. Excellent writing, proofreading and editing skills. Proficient in Microsoft Office software including Word, Excel and PowerPoint. Ability to communicate courteously and effectively with the public and city staff, and to provide excellent customer service both in person and over the telephone. Ability to work with confidential information. Ability to work independently and to prioritize and complete tasks with minimal supervision. Valid driver's license. Have and maintain acceptable background information, including criminal conviction history and motor vehicle record.

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:

Ideal candidate will be a recent graduate or a senior or junior university student majoring in Business, Communication, Economics, Planning, Public Administration or a related field.

WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:

Physical and Mental Effort: Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials. Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable environment. Works in a setting subject to interruptions and background noises.

Machines and equipment used include, but are not limited to the following: Frequently uses standard office equipment including personal computers, telephones, calculators and copy machines.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

To apply for the internship, please email your cover letter and resume to Jennifer Pinsonneault, Business Liaison, Department of Community Vitality at PinsonneaultJ@bouldercolorado.gov.

The application deadline is May 11, 2016 at 5:00 p.m.