CITY OF CASA GRANDE invites applications for the position of:

Economic Development Intern

**SALARY:**
- $15.00 Hourly
- $1,200.00 Biweekly
- $2,600.00 Monthly
- $31,200.00 Annually

**OPENING DATE:** 10/01/20

**CLOSING DATE:** Until Filled

**DESCRIPTION:**

The Economic Development Department plays a central role in the guiding economic growth of the City of Casa Grande.

The department is seeking highly motivated graduate student to join the team as an intern. Under general supervision, the Economic Development Intern will perform a variety of professional, technical, analytical and administrative work in providing staff support to the Economic Development Director as assigned. The position is designed to provide the intern with meaningful experience and on-the-job training of the day to day functions of a local government Economic Development department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Intern will be trained to perform various aspects of economic development which will provide practical career enhancement training including:

- Researching incentive programs offered by local and state entities
- Researching best practices related to planning and permitting review processes
- Conducting comparative analysis between Casa Grande and other communities
- Working with community groups to enhance business support efforts
- Maintaining and enhancing social media promotional efforts and Department newsletter
- Assist with maintaining and enhancing Department’s websites
- Presentations before boards and commissions (i.e., City Council, Chamber of Commerce, Main Street)
- Assist with responding to request for proposals by potential prospective businesses
- Assist with developing and implementing business assistance programs

Intern will also assist with other duties as assigned by Department Director.

**MINIMUM REQUIREMENTS:**

Currently enrolled in a Graduate degree program in public administration, business, economics, or marketing-related field.
SUPPLEMENTAL INFORMATION:

Knowledge of:

- Basic knowledge of the principles and practices of public administration
- Basic knowledge of research and analysis, and report presentation

Skill in:

- Skill in reading and understanding city, state and federal rules and regulations
- Skill in customer service and problem resolution practices
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Skill in operating a personal computer
- Skill in the use of social media
- Skill in conducting research, analyzing findings, writing clear and accurate reports, summaries, documents and correspondence
- Skill in preparing presentations, and speaking in public settings
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public

Ability to:

- Ability to work independently as well as within a group setting
- Ability to be receptive to constructive feedback and input

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.casagrandeaz.gov
ashley_dimuzio@casagrandeaz.gov

510 E. Florence Blvd.
Casa Grande, AZ 85122
520-421-8607
520-421-8600