Position Description:
Economic Development Intern

Reports to: Economic Development Director
Start/End dates flexible depending on availability.
Possibility of employment extension based on availability and performance.

Overview

The Boscobel Developers, through Community and Economic Development Associates, is seeking a motivated, detail-oriented, and business-minded college intern with excellent communication skills. The purpose of the Economic Development Department is the improvement of our community through incentives, job creation, job retention, and quality of life.

Generally, internships are unpaid, although grant funds may be available to pay for certain activities. Position is open until filled.

Position Description

The Economic Development Internship is structured to provide the intern with substantial and transferrable skills and experience to progress professionally and personally. The intern will be involved in priority initiatives and gain experience working with a diverse set of stakeholders across multiple sectors (public-private partnerships, private business, city government, and community organizations). S/he will also develop important skills and experience as s/he works on the planning, development, and implementation of projects.

The Economic Development Internship is ideal for undergraduate and graduate students (currently enrolled or recently graduated) seeking careers in economic & community development, city planning/management, marketing, policy & politics, urban development or real estate. The program is designed for ambitious individuals seeking not only to build a strong resume, but also to make an impact on the community as s/he further develops important skills critical to a successful career.
Scope of Work

The Economic Development Intern will work with the Economic Development Director to conduct research, marketing, and correspondence with diverse stakeholders in support of business retention and recruitment efforts, tourism promotion, infill development, and the community’s comprehensive plan. The intern is also encouraged to design his/her own project to complete that will contribute to both the Boscobel community’s efforts and the intern’s academic and/or professional development.

Some of the specific initiatives in which the Economic Development Intern may be involved include:

- Assist Economic Development Director with research for, and creation and updating of, the Economic Development marketing plan and materials for the Boscobel business community, including design and implementation of website, print materials, etc.
- Assist with research, collection and organization of documentation to supply to startup businesses and prospective businesses.
- Assist with data entry for business database and coordination of correspondence to business community.
- Implementation of survey tools to gain community input.
- Establishing priority action areas for the Boscobel community, as well as conducting research on potential projects, programs, or activities for those areas.
- Accompany Economic Development Director in meetings, activities, and programs related to economic development initiatives.
- Accompany Economic Development Director in retail/restaurant business visitations.
- Miscellaneous research and data compilation.
- Create and maintain database of vacant business properties and property owners.
- Compile information on economic development incentive programs.
- Researching grants and assisting with applying for grants.
- Taking and organizing photographs for community promotion and analysis.
- Graphic design work, if the intern has such capabilities.

Qualifications and Personal Attributes

Eligibility for Boscobel’s Economic Development Internship Program is limited to:

- Undergraduate students currently enrolled or recently graduated from an accredited, 2- or 4-year undergraduate institution and major/concentration in Economics, Business Administration, Political Science, Geography, Planning/Urban Studies, or related field.
- Graduate students currently enrolled or recently graduated from an accredited graduate degree program in Economics, Planning, Public Policy/Administration, Business Administration/Management, Geography, or related field.
The ideal candidate will:

• Have strong interests in cities and community development, urban development, real estate, business, public policy or economics.
• Have strong interpersonal and written communication skills, time competency and organization skills, and a drive to practice and further develop skills learned in the classroom and/or through experience;
• Be an ambitious self-starter seeking to use the opportunity to develop both personally and professionally, gain new perspectives and experiences, and make a lasting impact on the community in which s/he is serving.

About the Boscobel community

Boscobel is a vibrant, small city located along the scenic Lower Wisconsin Riverway and the Highway 60 Scenic Byway. The community includes a beautiful downtown with buildings on the National Register of Historic Places, a high-tech industrial park with fiber-optic broadband, a bustling canoe/kayaking tourism business, world-class trout streams in the area, public parks with recreational amenities, a modern hospital, strong schools, nature trails on thousands of acres of freely accessible land, a public swimming pool and tennis courts, restaurants, and a movie theater open nightly ($3 movies).

About Boscobel Developers, Ltd.

Since 1968, Boscobel Developers, Ltd. (BDL) has been hard at work helping the city continue to progress and grow as a thriving center for industry, education, arts and culture, and recreation. BDL is a private sector, not-for-profit development organization dedicated to making Boscobel's industrial park a successful place to work and invest. BDL works in partnership with property owners, businesses, merchants, other non-profits, and the government to identify needs, develop strategies, shape public policy, and implement programs to strengthen the economic vitality of Boscobel and its role within the region.

For more information about the Boscobel community, visit www.boscobelwisconsin.com.

For more information about Community and Economic Development Associates (CEDA), visit www.cedausa.com.

How to Apply:

To be considered for the position, please send a cover letter, resume, and list of references (PDF format preferred) to tim.jacobson@cedausa.com. No phone calls please.