

The Town of West Hartford
Vacancy For the Position of

Economic Development Intern
Part-Time Position up to 19 hours weekly

APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY

Date Posted: Wednesday, October 14, 2020 **Hourly Rate:** \$ 15.00 – 20.00/per hour

Closes: Friday, October 30, 2020

Position: Economic Development Intern

Department: Community Development

Reports To: Economic Development Coordinator

Job Purpose:

Under the direction of the Economic Development Coordinator (EDC), provides outreach to enhance the relationship between the businesses within West Hartford, as well as other locations, to facilitate expansion and new development.

Essential Job Functions:

- Engages in business visitation program to stimulate local economic growth by assisting businesses already established in West Hartford
- Connects businesses with resources to grow and thrive
- Establishes relationships with commercial real estate brokers to keep informed of commercial, industrial, and retail availabilities
- Works with businesses to facilitate expansion in and relocation to West Hartford
- Liaison between the West Hartford Chamber of Commerce, Metro Hartford Alliance, CT Department of Economic and Community Development, CT Economic Resource Center, and other public and private agencies to include local neighborhood associations.
- Identify and implement actions to enhance the business environment in West Hartford
- Maintains social media accounts (Instagram, Facebook), maintains web site content, and produces communication materials related to Town services specific to economic development
- Conducts independent research studies related to economic development
- Develops, compiles and coordinates data for reporting. Prepares statistical and narrative reports. Prepares grant applications.
- Responds to requests for information
- Performs other related duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of business development programs and opportunities
- Knowledge of local municipal government, especially planning and zoning and the regulatory process
- Knowledge of real estate principles

- Working knowledge of standard office practices, ability to operate a personal computer utilizing a Windows environment with proficiency in Microsoft Office including Word, Excel, data base applications, and the ability to learn discreet departmental programs
- Ability to demonstrate a high degree of creativity in the areas of public relations and marketing
- Ability to actively listen and effectively communicate with individuals and/or groups, in person or by telephone
- Ability to produce effective and accurate written materials
- Knowledge of various social media platforms (Instagram, Facebook, Twitter, etc.) and ability to effectively communicate to a diverse range of stakeholders through social media content
- Ability to develop and maintain effective working relationships with business associates, governmental officials and administrators
- Ability to interact in a positive effective manner to establish and maintain positive work relationships with others using tact, diplomacy, sensitivity, and other principles of good customer service
- Ability to manage challenging or stressful situations
- Ability to plan and work independently and prioritize several on-going tasks to meet established deadlines
- Ability to manage multiple assignments over a period of time, and understand the theories behind several related concepts

Work Environment and Job Demands

Work is performed in a variety of environments and locations within the local communities. The general business office environment involves everyday risks and/or discomforts requiring normal safety precautions, and is subject to interruptions, distractions and background noise. Use of safe work practices with office equipment, avoidance of trips and falls is expected. Will travel to and from off-site locations within West Hartford and the general capitol area for meetings. Must be mobile, able to push/pull light objects, and occasionally lift objects up to 10 pounds. Must be able to perform manipulative skills as writing, filing, typing, using a calculator and skills that require hand-eye coordination such as using a keyboard. Must be able to see objects closely as in reading and typing a document. Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate clearly in English with speech as in using a telephone or group meetings. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Manages and coordinates multiple priorities adhering to established timeframes and performance standards. Frequent interaction with employees and members of the public. Attends to tasks/functions for sixty-(60) minutes or more with occasional interruptions. Works for extended periods at personal computer. This position may require working non-traditional hours, including evening and early morning meetings outside the normal business workday, as well as the ability to work remotely.

Minimum Qualifications:

Bachelor's Degree from an accredited college or university in Marketing, Business Administration, Economics, or Planning, public relations and/or urban planning or, any other relevant and equivalent combination of education and professional work experience that provides the necessary skills to successfully perform the duties of the position. Knowledge of planning, zoning and regulatory principles preferred.

The individual appointed to this position must satisfactorily complete a six (6) month probationary period.

APPLICATION PROCESS

Applications must be submitted **electronically** via the Town of West Hartford website, www.westhartfordct.gov, click on “Job Openings”, to be redirected to our job announcements page. Applications **must** be completed **no later than Friday, October 30, 2020.**

The Town of West Hartford shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Department of Human Resources provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

The above description is intended as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. It is intended as a guide for personnel actions and must not be taken as a complete itemization of all facets of any job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.