

HUERFANO COUNTY

JOB DESCRIPTION

**TITLE:** Planning, Tourism, and Economic Development Intern

**FLSA:** Non exempt

**DEPARTMENT:** Land Use & Planning/Office of Economic Development & Tourism

**Job Summary:**

The summer intern will support and learn from the Office of Land Use and Planning and the Office of Economic Development and Tourism. The intern will learn the basic functions of each office and participate in executing major projects.

**Essential Job Functions:**

Reaching out to local businesses to promote major initiatives.

Researching and writing grants.

Assisting with website development and management.

Participate in board meetings.

Complete special projects as assigned.

Provide clerical and administrative support.

Be exposed to federal, state and foundation grant writing; regional promotion and economic development; land use planning and procedures.

**Desired Qualifications:**

Strong desire to learn and professional attitude.

Excellent written and verbal communication skills.

Comfort and familiarity with Microsoft Office and general technology.

Ability to work as a member of a team.

**Training and/or Education Experience:**

High School diploma or equivalent by start date.

Must be a recent graduate or currently enrolled in an academic institution.

**Physical Demands:**

The work is performed in office surroundings and out in the field. Typical positions requires workers to walk or stand for long periods; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards.

**Unusual Demands**

Work is subject to frequent interruptions and inflexible deadlines.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.