

TOWN OF PROSPER

TITLE:	ECONOMIC DEVELOPMENT INTERN	SALARY:	VOLUNTEER
DEPARTMENT:	ECONOMIC DEVELOPMENT	LAST UPDATE:	4/21/2015
REPORTS TO:	AS ASSIGNED	FLSA DESIGNATION:	VOLUNTEER

DEFINITION

The purpose of this position is to assist staff with various administrative duties necessary to operate the Economic Development Corporation office, interaction with the development community and public, plus other supportive duties as needed.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Economic Development staff.

EXAMPLES OF DUTIES

Duties and responsibilities include, but are not limited to, the following:

Essential Functions

- Research and compilation of supporting report data.
- Greet office visitors in person and by phone.
- Assemble and organize marketing materials.
- Develop Excel spreadsheets, manage contact database of businesses and local property.
- Update and organize photo library and resource library,
- Update social media and perform other supportive duties as needed.
- Assist with preparation of PowerPoint and marketing outreach presentations.
- Perform other duties as assigned.

Additional Duties

- Provide general clerical support for departmental staff as needed.

QUALIFICATIONS:

Knowledge of:

- Social media communications and technology.
- Town policies and procedures.
- English usage, spelling, grammar and punctuation.
- Computer skills using social media communications including Twitter, Instagram, Facebook, Windows, Microsoft Office applications including Excel, PowerPoint, and Word, Internet, Adobe Acrobat and conversion techniques, and Microsoft Outlook.
- Basic business writing principles related to letters, memos, etc.

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- General clerical and administrative office functions.

Ability to:

- Work independently and multi-task with minimal supervision.
- Maintain professional appearance, communication, and relationships with internal/external customers.
- Prioritize and organize various assignments in order to produce efficient results.
- Operate standard office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow written and oral instructions.
- Provide tactful and appropriate responses to inquiries from the public, other departments or agencies.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Operate a vehicle safely.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Currently enrolled in an accredited institution of higher education.
- Good academic standing with major in Business, Communication, or a related field.
- Must pass MVR check.
- Must pass background check.

Training:

- High school diploma or G.E.D.

License or Certification:

- Must possess a valid Texas Class C driver's license.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Must be able to walk, stand, stretch, bend, twist, stoop, and kneel.
- Frequently required to lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job.

- The noise level in the work environment is usually moderate. Employee must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contact agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Employee's Signature

Supervisor's Signature

Date

Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS