



Position Description

Corporate Entity:	Greater Mankato Growth
Job Title:	Economic Development Intern

Position Type:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Intern
	<input type="checkbox"/> Exempt (salaried)	<input checked="" type="checkbox"/> Nonexempt	(Hours 40 / week)	

POSITION SUMMARY

Greater Mankato Growth is seeking a paid, grant-supported Economic Development Intern who can further the Business Retention & Expansion efforts of the Regional Economic Development Alliance (REDA). In addition to Business Retention & Expansion efforts, this Intern will support other areas of the REDA workplan. This position is supported in part by a grant from the Minnesota Economic Development Foundation. As such, candidates for this position must be actively pursuing a career in Economic Development – either as a college student or a professional in the process of a career change. The intern must be willing to write a short statement describing what was learned through the internship and submit an electronic photo to the foundation.

- PRIMARY ACCOUNTABILITIES**
- 1) Further the business retention & expansion program efforts of the Regional Economic Development Alliance:
 - Collaborate with Grow Minnesota!, Greater Mankato Growth, and REDA partner communities on the modification of Business Retention & Expansion Interview Sheets
 - Utilize GMG and public data to identify businesses for GMG visits
 - Schedule and attend meetings between businesses and GMG staff/Economic Development Staff from REDA partner communities
 - Track data identified in BRE interviews and report business concerns to GMG and to partner communities
 - 2) Assist with business attraction efforts
 - Communicate new business opportunities to REDA Partner communities and to commercial realtors when appropriate
 - Assist with Request for Proposal responses by gathering data
 - Generate ideas related to marketing the assets of this region.
 - 3) Engage in direct business support activities
 - Participate in 1 Million Cups as an organizer for monthly meetings
 - Coordinate roundtable discussions to explore topics like housing & childcare
 - Respond to business requests for data, connections, advice, or resources
 - 4) Attend Economic Development & GMG Board Meetings
 - Attend Regional Economic Development Alliance Staff meetings to better understand collaborative economic development processes
 - Attend at least one board meeting of any Greater Mankato Growth, Inc. Business Unit

COMPETENCIES (BUSINESS DEVELOPMENT)

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">Actively pursuing a post-secondary degree leading towards a career in economic development OR actively pursuing a career change into an economic development field	
Experience	<ul style="list-style-type: none">Worked or interned in a customer service role or a professional service-based organization	<ul style="list-style-type: none">Worked with a volunteer-based organization
Knowledge	<ul style="list-style-type: none">Proficiency with office technology and software applications including Microsoft Office products	<ul style="list-style-type: none">Advanced knowledge of ExcelCoursework related to Business Retention & ExpansionUnderstanding of the collective resources available in the Greater Mankato AreaUnderstanding of common issues faced by the manufacturing, healthcare, and/or professional services sectorsUnderstanding of any ESRI/ArcGIS tools
Skills & Ability	<ul style="list-style-type: none">Ability to research, compile, and manage informationComfort contacting C-level leaders via phone and in personTime management and organizational skills	

JOB CONTEXT

Reports To:	Economic Development & Research Manager
Supervises:	N/A
Interaction:	Greater Mankato Growth, Inc. Staff Committee and Board Members Communities in the Region Businesses in the Region
Financial Responsibilities:	N/A
Conditions of Service:	Employment eligibility in compliance with U.S. Immigration Reform and Control Act. Travel outside of the office (requires a valid driver's license).
Internship Credit:	This internship has been pre-approved for credit for many local programs. Greater Mankato Growth will work with your college or university to confirm credit eligibility.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed