

Join Our Team!

SUMMER INTERN

Summer Intern

This position will be expected to track and manage assigned projects independently and report to IEDC's Operations & Outreach Manager on a regular basis. The primary job of this position will be to provide support as directed by the staff of IEDC. As an intern, you will be required to sign a confidentiality agreement.

This position will be approximately 40 hours per week at \$17 per hour. Your hours are flexible, but the ability to work on Fridays is a must. This position will be a 10-12 week role with approximate dates from June 1st - August 16th (dependent on school schedules).

Qualifications

- Currently enrolled in or graduated from a higher ed. institution
- Professional attitude
- Exceptional communication skills
- Strong organizational skills
- Proficient grammar & spelling skills
- Ability to be flexible with work assignments
- Self-motivated & detail-oriented
- Familiar with Microsoft Office Suite
- Must keep all project & client information confidential

Job Duties

- Support team with administrative tasks as needed.
- Greet clients and guests.
- Make professional phone calls as requested.
- Schedule meetings as requested.
- Research and collect data for team projects.
- Prepare correspondence and communication, consolidate data and create spreadsheets as requested.
- Attend regular staff meeting sessions ready to share observations and experiences.
- Other duties as assigned.

Employee Benefits:



\$17 Per Hour



Endless Supply of Coffee



Great Working Environment

Send your cover letter and resume to Spencer Bloch at sbloch@itascadv.org by Wednesday, May 8th, 2024.