

**Job Description**  
**Town of Willington - Economic Development Commission**  
**Intern**

**Job Summary**

Under general supervision, performs a variety of administrative, technical and analytical work in support of the Economic Development Commission (EDC). In this role, the Intern reports to the EDC Chairman and works closely with the commission members in support of projects and commission initiatives. Tasks include business retention efforts, community initiatives, the ability to conduct needs assessments through data gathering, and interfacing with town staff, external entities, and the public. The Intern will also track, monitor and report on existing initiatives and must be motivated, independent, and use good judgment in all decision-making activities. Needs to understand, or be willing to learn local government, and maintain general knowledge of activities impacting economic development. Non-union position.

**Detailed Description**

- Liaison for the EDC, ensuring prompt responses to inquiries as well as maintains a currently listing of businesses and related contact information
- Maintain records of the EDC such as project work and business directory information
- Serves as Secretary for the monthly EDC meetings
- Ensures accuracy of EDC information on Town website
- Administrator for EDC mailbox and Facebook page
- Performs general administrative tasks in support of the EDC initiatives
- Non-Union Position

Please note, this job description is not designed to contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without prior notice.

**Work Experience**

2 years of education or work experience related to economic development or real estate.

**Competencies**

- Ability to multi-task is a must
- Ability to problem solve and work through a process
- Demonstrated understanding of the mission of the Economic Development Commission
- Entrepreneurial minded candidates are preferred, with strong business acumen
- Experience in Microsoft Office Suite, including Excel, PowerPoint, and Word
- Strong communication both oral and written with strong grammar and writing skills
- Strong marketing and design skills will be necessary to success in this position
- Strong organizational skills with the ability to prioritize and meet deadlines
- Strong relationship management skills
- Strong interpersonal and presentation skills