

The Punxsutawney Area Chamber of Commerce, Inc. in partnership with the Jefferson County Development Corporation seeks a summer intern to support local economic and community development initiatives. Student will gain valuable experience being mentored by seasoned professionals as they seek to achieve objectives of the job description. This internship experience will be personally and professionally rewarding as successes are achieved in the growth of a rural community and County. Students interested in business, regional planning, community development, nonprofit engagement, and communications will find applicable and transferable skill development. Internship hours are variable but could accumulate up to 250 hours, if desired. Interested students should contact:

Robert A. Cardamone, Executive Director
Punxsutawney Area Chamber of Commerce, Inc.
chamber@punxsutawney.com or text (814) 952-3341

Students eligible for summer Federal Work Study (FWS) may be able to be placed on payroll. An on-campus apartment is available at no cost to the student if needed to start and complete the internship.

JOB DESCRIPTION

JOB TITLE: Researcher		FLSA STATUS: Non-Exempt
SUPERVISOR: Chamber Director / JCDC Director	PAY RATE: N/A	SUPERVISOR RESPONSIBILITIES: No

ESSENTIAL DUTIES:

1. Identify and establish a database of County vacant commercial space information.
2. Meet with area realtors and minor civil division supervisors to determine commercially available space.
3. Create digital and non-digital marketing materials intended to identify commercially available space.
4. Create property tables available to the public, chambers, and economic development entities.
5. Create County and community marketing information for distribution to potential site selectors.
6. Assist with public relations and marketing materials.
7. Networks and engages stakeholders to increase awareness of local problems and advocates for community solutions.
8. Assist with general business management tasks.
9. Submits risk management input; recommends solutions; assists with risk mitigation.
10. Participants in trainings and meetings; travel may be required.

EMPLOYER COMMITMENTS

1. Business, Nonprofit, and Community & Economic Development Mentoring.
2. Exposure to and participation in decision making processes.
3. Experiences creating and making presentations.
4. Introductions to and network with government, community, and business leaders

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; and capable of independent work; must demonstrate common sense, a professional demeanor, and continual improvement of communication, interpersonal, and work skills.

Education and/or Experience: Attending a college or vocational-technical school and desiring to expand their current education to include community and business development.

Computer Skills: Computer proficiency is required including the use of email, web browsers, word processing, spreadsheets, data recording and management, and publishing.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job description are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Obtains acceptable clearance as required by the employer.
- The employer maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the employer or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND THE EMPLOYER MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER THE EMPLOYER OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date

Immediate Supervisor Signature

Date