



Job Description

POSITION TITLE: Community/Economic Development Internship

DEPARTMENT: Community Development

REPORTS TO: Director of Community Development

PAY TYPE: \$15.00+/hour

EMPLOYMENT CLASSIFICATION: Temporary, Part-Time

LATEST REVISION DATE: August 2022

POSITION SUMMARY

The Village of Bellevue invites applications for a part-time Economic Development Intern within the Village's Community Development Department. Comprising approximately 15 square miles in Brown County, Bellevue continues to be one of the faster growing communities in the area. The Village Board has placed an emphasis on Economic Development and this position will assist the Director of Community Development in scheduling and preparing for Business Retention/Recruitment Visits as well as other assigned responsibilities related to Economic Development.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Participates in ongoing scheduling and coordination of Business Retention/Recruitment Visits
- Develops maps, graphics, and illustrations for presentations and meetings
- Conducts research on various businesses in preparation for Retention/Recruitment Visits
- Prepares written summaries of visits for use at meetings and in reports
- Assists in the preparation of various materials for the Economic Development Advisory Board and Village Board meetings
- Attends other various public meetings as available
- Performs a variety of organizational tasks within Village Community Development Department
- Other duties as assigned

QUALIFICATIONS

- Current enrollment and good standing in either an undergraduate or graduate level urban planning or business administration program
- Completion of course work that is directly relevant to economic development and urban planning
- Strong interest in urban planning and economic development
- Demonstrated ability to write well with a high attention to detail
- Effective verbal communication
- Strong computer skills, including MS Office & Adobe Pro - working knowledge of ArcGIS is also preferred
- Ability to work independently and in a team environment and meet deadlines
- Possession of a valid Wisconsin driver's license and reliable transportation (use of personal vehicle for fieldwork may be required)

SPECIAL REQUIREMENTS

Special requirements include the physical agility and flexibility needed to perform field investigations, and the dexterity and vision needed to operate computer equipment with a high degree of proficiency. Criminal and/or personal background checks may be performed. Compliance with Village of Bellevue Employee Handbook will be required.

AVAILABILITY

Flexible within a 7:30 AM – 4:30 PM, five-day work week, limited to a duration total of 100 paid hours.

COMPENSATION

Paid position - \$15.00+ per hour

TO APPLY

Contact Andrew J. Vissers, AICP, Director of Community Development, at AndrewV@VillageofBellevueWI.gov with a letter of interest and resume. Position remains open until filled.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position

