



ECONOMIC DEVELOPMENT INTERNSHIP

Purpose Definitely De Pere is seeking a highly motivated and talented undergraduate-level intern to join its economic development team. The ideal candidate is detail-orientated with excellent interpersonal skills and a passion for downtown revitalization.

About Definitely De Pere Definitely De Pere is a 501(c)(3) non-profit organization that helps drive small business success, improve quality of life, and bring new visitors, residents, businesses and revenue into the city. The community-driven organization works closely with volunteer committees and collaborates with the business community. Program areas are marketing and events, economic development, design and beautification, and historic preservation.

Duties Responsibilities will vary, depending on the experience and interest of the candidate. In general, the intern will be responsible for assisting the economic development team with projects designed to attract, retain and support businesses within the downtown. Duties will likely include:

- Build and maintain property and business database.
- Create and evaluate surveys of merchants and visitors.
- Establish communications to engage the business community.
- Develop business recruitment and retention tools.

Desired Qualifications

- At least a sophomore standing, pursuing a degree in a related field.
- Organized, detail-oriented, capable of managing multiple tasks.
- Strong written and oral communication skills.
- A driven individual that can work independently and with a team.
- Experience in database management preferred.

Scheduling Part-time, flexible to fit the needs of the student.

Compensation Class credit and paid internships available. Eligibility requirement for paid internship includes prior completion of unpaid internship.

How To Apply Please send a resume via email to tina@definitelydepere.org.