

MEDP Summer Internship Program Coordinator – Job Description

Job Title: Internship Program Coordinator (IC)
Job Type: Internship, Project Management
Company Name: [McMinnville Economic Development Partnership](#) (MEDP)
Location: 231 NE 5th Street, McMinnville, Oregon 97128

About Us:

The [McMinnville WORKS Summer Internship Program](#), produced by MEDP, is dedicated to fostering talent and providing valuable learning experiences and professional development opportunities to our emerging workforce. We are currently seeking a motivated and organized individual to join our team as a project management Intern to produce our summer Internship Program. This is an opportunity to dive into program and event management, organize professional development events, lead a group of your peers, execute marketing and communication strategies, and network with area business and educational institution leaders. This position requires a high level of professionalism and creativity.

General Statement of Duties:

- Communicate between all interns, host companies, and area community leaders
- Plan, implement and evaluate all scheduled events: Pre-Employment Training, weekly McMinnville WORKS Professional Development Workshops, Chamber Greeters and the program Culmination Celebration
- Oversee and coordinate all guest speakers and event logistic details from scheduling, venue booking to food and beverage needs.
- Create social posts for McMinnville WORKS on MEDP's Facebook, Instagram, and LinkedIn accounts.
- Write press release, blog, and an e-newsletter article.
- Photograph, catalog, and document events throughout the internship program
- Develop and create a marketing piece or project for MEDP
- Maintain and update succession materials and produce end of program reports
- Update the Internship Program alumni database and LinkedIn Group

Hours & Salary:

May 20, 2024 - August 16, 2024 (flexibility on start date)

\$20.00/hour - 40 hours/Week

Monday-Friday from 8:00am - 5:00pm *some early morning and evening event activities, potential for some remote work.*

Desired Skills: self-starter, time management, professional communication both written and verbal, organization, team leader, detail oriented, marketing, event management, social media, creative writing, and editing.

Qualifications: Team player, detail oriented, excellent communication, strong with computers, professional, organized, must be able to climb stairs, lift 30 lbs, and have reliable transportation.

Supervision Received: Works under close supervision of the Deputy Director and will report directly to the Deputy Director and Executive Director.

Supervision Exercised: This employee does not exercise supervision of other employees.

How to Apply:

If you are a motivated and ambitious individual looking to kickstart your career in project management, business development and/or human talent development, we invite you to apply. Please submit your resume and a cover letter outlining your interest in the position with the application at the [link](#). Option to provide a short video at the link as well.

[2024 Internship Application](#)
[McMinnville WORKS Internship Program](#)

Questions? Email: heather@mcminnvillebusiness.com

MEDP is an equal opportunity employer. We encourage applicants from all backgrounds to apply.
EQUITY STATEMENT: Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Application Deadline: March 3, 2024

Connect with us!

Subscribe to our [newsletter](#).

[Event Calendar](#)

Find MEDP on [Facebook](#), [Instagram](#), [LinkedIn](#).

Find our McMinnville WORKS program on [Facebook](#) and [LinkedIn Group](#).

MEDP was created in 2006 by McMinnville Industrial Promotions, McMinnville Water & Light, the City of McMinnville, and the McMinnville Chamber of Commerce to support traded sector business and industry. We are a public/private entity supported by our [Investor Circle](#).