

Job Title: **Program Launch Coordinator**  
Job Type: Internship, Project Management  
Company Name: [McMinnville Economic Development Partnership](#) (MEDP)  
Location: 231 NE 5<sup>th</sup> Street, McMinnville, Oregon 97128  
Hours/Compensation: \$20/hour, part-time flexible (minimum 10hrs/week)/January-March (negotiable)

**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 this winter as a business development and project management Intern to support the launch of our summer Internship Program.

**Responsibilities:**

As a Project Management Intern, you will play a pivotal role in launching and managing our Summer Internship Program. The key responsibilities include:

- Professional and effective written and verbal communication with business community, educational institutions, and potential applicants.
- Business development and networking with business professionals and higher education institutions to promote and recruit both host companies and intern applicants.
- Organization and coordination of program-related administration and activities.
- Data processing and analysis to support program deliverables, evaluation, and improvement.

**Qualifications:**

- Strong interpersonal and communication (verbal and written) skills.
- Ability to organize and prioritize tasks efficiently.
- Interest in business development, project management, human potential/human resources, communication, marketing, and professional networking.
- Comfortable working independently while contributing to a collaborative team environment.
- Ability to navigate MS Office/Teams, social media platforms, online job board and Salesforce CRM platform a plus.

**Benefits:**

- Gain hands-on experience in project management and program coordination.
- Opportunity to build a professional network through outreach and connections.
- Mentorship and support from the MEDP team.
- Possibility of further career development opportunities. Previous interns have been offered full-time summer internships, as well as part-time and full-time employment. Intern alumni currently hold positions such as Communications Manager, Marketing Specialist, Corporate Management Trainee, and Special Projects Coordinator.

**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 to [heather@mcminnvillebusiness.com](mailto: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:** December 10, 2023

Interviews will be scheduled prior to December 20.  
Position to begin January 10, 2024 – March 8 (flexible)