

### **MEDP Project Management Internship**

This internship is an opportunity to dive into special projects management. The projects will be varied and complex, focused in areas of data collection and deployment, document editing, and implementing process and system improvements. This position requires a high level of professional writing and organizational competency. The intern is supported by the MEDP team but will be expected to be comfortable working independently.

Excellent opportunity for students with interests in business project management, human potential/human resources, business writing/communication, and professional networking. Previous interns have been offered full-time summer internships, part-time and full-time employment. Intern alumni hold positions as Communications Manager, Marketing Specialist, Corporate Management Trainee, and Special Projects Coordinator.

### **Hours & Compensation**

Hourly - \$12 per hour

January - March 2019 (negotiable)

Part-time/temporary; 6 -10+ hours per week (flexible)

MEDP office hours are Monday-Friday from 8am-5pm; no evening or weekend hours

### **Qualifications**

The preferred applicant is a highly organized and detail oriented person with superior writing ability and excellent computer skills and Google Suite/Drive. Professional attire and attitude required. Must be able to climb stairs and lift 30 lbs and have reliable transportation (mileage reimbursement available).

### **Supervision Received**

Works under close supervision of the Communications Manager and will report directly to the Executive Director.

### **Supervision Exercised**

This employee does not exercise supervision of other employees.

### ***How to Apply***

Please send your cover letter outlining your internship goals and a professional resume to [info@McMinnvilleBusiness.com](mailto:info@McMinnvilleBusiness.com) Applications due November 16, 2018, by 3 p.m. PST. Interviews will take place the week of December 3.