

MEDP Internship Program Coordinator (IC) – Job Description

Company: McMinnville Economic Development Partnership
Job Title: Internship Program Coordinator (IC)

Internship: This internship is an opportunity to take a deep dive into program and event management, from organizing Professional Development Workshops, leading a group of your peers, to executing marketing and communication strategies. This position requires a high level of professionalism and creativity. The intern will work directly with business leaders, HR directors and fellow peers.

General Statement of Duties:

- Communicate between all interns and Host Sites in the [McMinnville WORKS](#) and [Career Bound](#) Internship Programs
- Plan, implement and evaluate all scheduled events (Career Bound Pre-Employment Training Day, weekly McMinnville WORKS Professional Development Workshops, a Chamber Greeters and the program Culmination Celebration)
- Oversee and coordinate all guest speakers and event logistic details from scheduling to food and beverage needs.
- Create posts for the McMinnville WORKS Facebook page, Twitter account, and LinkedIn accounts
- Write press releases, blogs, and newsletter articles
- Photograph and document events throughout the internship program
- Develop and create a marketing piece 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 17, 2021 - August 20, 2021 (some flexibility on start date)

\$12.00/hour - \$14.00/hour - 40 hours/Week

Monday-Friday from 8:00am - 5:00pm (some early morning and evening event activities)

Pending Covid protocols, potential for some remote work.

Desired Skills: self starter, time management, professional communication, organization, marketing, event management, social media, writing, and editing.

Qualifications: Team player, detail oriented, strong with computers, professional, organized, must be able to climb stairs and lift 30 lbs, reliable transportation (reimbursement available for work related activities).

Training: No previous training required.

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

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