



2009
Part-Time Temporary
Non-exempt

TITLE: Community & Economic Development: Education Committee Intern

JOB DESCRIPTION:

Oversees and performs planning and research work for the Brazos Valley Council of Governments with an emphasis in the public education system in the seven county regions. Work involves a team oriented approach to developing local and/or regional level plans or programs; developing procedures for implementing these plans or programs; and developing procedures for measuring progress made on operational plans or programs. May act as the lead person on specific assignments. This position works under supervision with limited latitude for the use of initiative and independent judgment; reports to the Executive Director and/or his designee.

DUTIES AND RESPONSIBILITIES:

1. Primarily serves as staff support for all committees of the Community & Economic Development program (specifically the Education Committee): Attends meetings, records meeting actions, coordinates meeting preparation activities including notices and assists in the preparation of meeting materials. Provides individuals and organizations with requested printed materials and other information. Maintains database with public officials, interest groups and development team.
2. Maintains current economic and demographic information: Provides individuals, organizations, and communities with requested Census and workforce data. Creates reports based on data when required.
3. Works with BVCOG Geographic Information Systems and staff as needed.
4. May assist editing of *Developments* (BVCOG's newsletter): Assists Community & Economic Development Program Manager/Specialist with gathering information, writing articles, and developing the layout for the bimonthly publication.
5. May also assist staff in support of the Regional Transportation Committee: Attends meetings, records meeting actions, coordinates meeting preparation activities including notices and assists in the preparation of meeting materials. Maintains file of transportation-related information and researches pertinent transportation activities throughout Texas.
6. May performs incidental duties within all department of the Council of Governments, assists communities with grant applications, and attends events and meetings to provide communities with pertinent information.

QUALIFICATIONS:

Must have High School Diploma or equivalent and currently be enrolled in a bachelors or Associates Degree program and performing course working toward a degree in education, urban or regional planning, public administration or a related field. Graduation from an accredited four-year college or university with a major course work in the same, preferred. Preference will also be given to those currently enrolled in a master's program and performing course work toward a Master's Degree.

KNOWLEDGE, SKILLS & ABILITIES:

The ability to accept or recognize the viewpoints of others, and work with a variety of persons from public and private agencies; Ability to communicate well, orally and in writing, to prepare written descriptions, computer graphics, maps and summaries that effectively communicate the results of research, identified needs, and recommended actions to a variety of audiences; Ability to carry out directed research, gathering and analyzing facts, which are part of a larger study; General knowledge of agency goals, policies, and programs. The ability to develop, organize and implement programs, establish priorities and meet deadlines. Experience and enthusiasm for intergovernmental involvement, and public communication skills, including group process methods and graphic presentations. Skills with community organizing including coordinating regional events/activities, public relations, and education, and ability to enlist diverse groups into the planning effort. Must be able to use a variety of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Ability to use ESRI GIS products preferred.

SALARY: \$8.00 - \$10.00/hour

The position is expected to run until the committee work is completed with an expected 15-25 work hours per week. All those who are interested should email a cover letter, resume, and sample of writing to:

BVCOG Education Internship, c/o Dorothy Walker dwalker@bvcog.org or Jackie Duke jduke@bvcog.org.
The position is open until filled.

Michael Parks, AICP
Assistant Executive Director
Brazos Valley Council of Governments