

YOU MUST GO TO OUR WEBSITE WHICH IS www.nortexrpc.org AND THERE IS A LINK TO OUR JOB APPLICATION. WE HAVE A MAILBOX IN FRONT OF OUR OFFICE (4309 Old Jacksboro Highway, Suite 200, Wichita Falls, Texas 76302 - located in the Galaxy Center Building) AND YOU CAN DROP OFF YOUR APPLICATION AND RESUME OR YOU CAN EMAIL THE REQUIRED MATERIAL TO JASMINE AMO AT eddirector@nortexrpc.org THE DEADLINE TO TURN IN APPLICATIONS IS 4:00 P.M. ON FRIDAY, OCTOBER 15, 2021. Salary for this position is \$10.00 per hour.

NORTEX REGIONAL PLANNING COMMISSION INTERN - ECONOMIC DEVELOPMENT AND RECOVERY

GENERAL DESCRIPTION

This internship opportunity will expose the selected candidate to working with local Chambers of Commerce in 11 counties Nortex RPC serves, the local Governmental entity, as well as mitigation and recovery. This internship will provide exposure to economic development, financial planning, working with lenders and businesses to recover from the economic effects of coronavirus.

ESSENTIAL JOB FUNCTIONS

- Performs an array of technical, training, research, planning, program assessment and administrative functions associated with the EDA CARES Act recovery program.
- Provides support and collaborations in the planning, development, implementation, analysis and documentation required to assist local Chambers of Commerce, local businesses and Government Entities to achieve economic recovery.
- Learn how to budget, report and manage resources utilized for Economic Development purposes in 11-counties served
- Opportunity to serve as a liaison to government agencies, community organizations and the general public to assist in explaining the program and specific program requirements.
- Assist with the collection, organization, analysis, and/or preparation of materials in response to request for assistance for economic recovery.
- Assist in the preparation of budgets and business plans for business seeking recovery assistance.

OTHER JOB FUNCTIONS

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room
- Will be required to travel for visits to governmental entities

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Nortex Regional Planning Commission seeks to find a reliable, self-starter that has an interest in learning about government relations as well as Economic Development and Recovery. The ideal candidate for this position can be applicable to any of the following degree plans, (business, economics, pre-law, political science.)

Ability to acquire a knowledge of local, state and federal laws related to the program; of training and marketing techniques; of economic development finance; and of program management processes and techniques.

Knowledge, Skills and Abilities

- Strong communication skills along with the ability to stay highly organized
- Ability to gather, assemble, correlate and analyze facts; to prepare reports; to develop, evaluate, and interpret policies and procedures of lenders and grantors.
- Must have reliable transportation.

Application Process

- Send resume/cover letter to Jasmine Amo at eddirector@nortexrpc.org
- Attach unofficial transcript

THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.

09/01/2021