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**APPLICATION PACKET**

Benton Economic Partnership, Inc., Inc.  
183 Cedar Drive  
Foley, MN 56329

**Position:** Economic Development/Marketing Intern

**Pay Range:** \$15.00 per hour

**Schedule:** This is a temporary position expected to begin March 1, 2023 and last through December 8, 2022 primarily weekdays, Monday through Friday position but occasional evenings may be required. Twenty (20) hours per week.

**Position Summary:** Work experience position assisting the Benton Economic Partnership, Inc. staff to assist in economic development initiatives, marketing and implementing Benton Economic Partnership's Strategic Plan, the city and county's economic development programs.

**Deadline:** Noon on Friday, February 3, 2023

Completed Benton Economic Partnership, Inc. application packet is required for consideration to:

Benton Economic Partnership, Inc.  
183 Cedar Drive  
Foley, MN 56329

If you require a particular accommodation with the application process, please call 320.968-6197

Benton Economic Partnership, Inc. is an Equal Opportunity Employer.

# Benton Economic Partnership, Inc.

## Economic Development/Marketing Intern

### Position Description

<b>Department:</b> Economic Development		<b>Immediate Supervisor:</b> Executive Director	
<b>Pay Grade:</b> \$15.00 Per Hour	<b>FLSA Status:</b> Non-Exempt	<b>Last Updated:</b> (date) January 2023	
<b>Positions Supervised:</b> None			
<b>Position Summary</b>			
The Economic Development/Marketing Intern will facilitate economic development initiatives, marketing and implementing Benton Economic Partnership's Strategic Plan the city and county's economic development programs.			

#### Essential Functions

1. **Performs various economic development/marketing activities.**
  - A. Partners with various organizations to promote existing economic development programs to eligible businesses.
  - B. Creates marketing techniques to promote and educate the business community on Benton County's and their affiliate city's economic development programs and initiatives.
  - C. Assists in the preparation, updating, and implementation of various economic development/strategic plans.
  - D. Plan and coordinate quarterly membership meetings, hosted by Benton Economic Partnership, Inc.
  - E. Facilitates social media campaigns promoting economic development programs and initiatives across all platforms.
  - F. Administers and coordinates Business Retention and Expansion (BR&E) visits with BEP Board, city and county partners.
2. **Performs economic development/marketing activities.**
  - A. Administers, implements, and provides education regarding county's business incentives, including grant programs, revolving loan fund programs as well as State and Federal funding sources.
  - B. Creates, designs, and promotes economic development programs materials.
  - C. Assists in updating and maintaining Benton Economic Partnership, Inc.'s database for available properties in Benton County.
  - D. Assists in the implementation of Benton Economic Partnership, Inc. Strategic Plan.
3. **Performs staff liaison activities.**
  - A. Provides staff liaison support to Benton Economic Partnership board and subcommittees.
  - B. Acts as staff liaison to subcommittees as assigned.
  - C. Develops strategies for working with appropriate commissions and task forces as needed.
4. **Performs other essential job duties.**
  - A. Regular and timely work attendance.
  - B. Follows all safety procedures.
  - C. Participates in any and all safety training.

## **Required Knowledge, Skills, and Abilities**

- ❑ Knowledge of and ability to utilize various research methods.
- ❑ Knowledge of community marketing, communication, and promotion.
- ❑ Knowledge of digital marketing and social media.
- ❑ Skill in public presentation.
- ❑ Skill in working within the framework of a strategic plan.
- ❑ Ability to work with various appointed and elected officials and boards.
- ❑ Ability to work independently and assume responsibilities with minimal direct supervision.
- ❑ Ability to use spreadsheet, word processing, design, and database software proficiently.
- ❑ Ability to use Microsoft Office and Adobe Photoshop proficiently.
- ❑ Ability to communicate effectively both orally and in writing.
- ❑ Ability to establish and maintain effective working relationship with others.
- ❑ Ability to comprehend Benton Economic Partnership, Inc.'s Strategic Plan for Economic Development.
- ❑ Ability to determine appropriate courses of action in uncertain situations.

## **Minimum Qualifications**

- ❑ High School Diploma or equivalent.
- ❑ Pursuing a four-year degree in marketing, business, community development, public administration, or related field.
- ❑ Available to work 20 hours a week and occasional evening meetings.
- ❑ Valid driver's license and good driving record.

## **Preferred Qualifications**

- ❑ Banking and/or loan experience.
- ❑ Economic development/marketing experience.
- ❑ Municipal government experience or knowledge.
- ❑ Event planning and coordination experience.

This Position Description is not intended to be all-inclusive. It is within Benton Economic Partnership, Inc.'s discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**

# Economic Development/Marketing Intern

## Physical Requirements

<b>Physical Requirement</b>	<b>Frequency</b>
<b>Essential</b>	
Operation of Telephone	Daily
Computer Operation	Daily
Requires Good Hearing	Daily
Sitting	Daily
Repetitive Movements	Weekly/Monthly
Requires Good Vision	Daily
Requires Fine Motor Skills	Daily
Requires Near Vision	Daily
<b>Moderately Important</b>	
Operating a Vehicle	Weekly/Monthly
Sitting	Daily
Standing or Walking	Daily
Bending or Stooping	Weekly/Monthly
Crouching or Kneeling	Weekly/Monthly
Carrying Objects	Weekly/Monthly
Lifting Objects	Weekly/Monthly
Exposure to Temperature Extremes	Occasionally